

Minutes of Regular Board Meeting
November 18, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, November 18, 2025, at the Administrative Center.

Call to order and roll call: President Karen Delano called the board meeting to order at 4:02 P.M. and the roll call was conducted.

Present: Kristen Brickman (4:12), Karen Delano, Josh Hutchinson, Paul Newman, Kate Pitrone, Jake Yanchar
Kris Carroll - Director, Lisa Havlin - Fiscal Officer, Katy Farrell – Assistant Director

Also Present: Mary Balog, Nicole Burnside, Rachael Hartman, Denise Javins, John Johnston, Judy Lasco, Erika Noark, Marlene Pelyhes, Mike Pope, Debbie Schrock

Approval of Minutes: Exhibit 11/25/A
The minutes of the October regular board meeting were approved as presented upon motion by Josh Hutchinson and seconded by Jake Yanchar.
The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar
Nays: None

Communications: Exhibit 11/25/B
There were no additions to the communications included in the board packet.

Agenda: Exhibit 11/25/C
Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the agenda as presented.
The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar
Nays: None

Fiscal Officer's Report: Exhibit 11/25/D
Approval of Disbursements and Gifts Exhibit 11/25/E
Paul Newman made a motion, seconded by Jake Yanchar, to approve the Fiscal Officer's Report including October disbursements and gifts as presented in the board packet.
The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar
Nays: None

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Personnel Policy 285 Miscellaneous and Mileage Reimbursement Exhibit 11/25/F
Kate Pitrone made a motion, seconded by Paul Newman, to approve the updates to the Miscellaneous and Mileage Reimbursement policy to reflect recent updates from the State Auditor and Ohio Ethics Commission. Josh asked if the 2026 IRS mileage had been released yet. Lisa replied that it had not.
The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar
Nays: None

Director's Report: Exhibit 11/25/G
In addition to her written report, Director Kris Carroll reported that the capital campaign interviews had been pushed back a few weeks. Work continues on the League of Women Voters property tax education series and the OAC meetings are on track. The soil borings for the new Chardon branch have been completed, and the report is due in two weeks. Kris highlighted the recent garage sale which made over \$3,600.00 and thanked Mark Walker and Nichol Nystrom for their hard work. Kris also highlighted the work Marlene Pelyhes did to prepare for the closure of Baker and Taylor. The Persistent Cyber Improvement Program training went to all staff this week.

Assistant Director's Report: Exhibit 11/25/H
Katy highlighted recent popular programs including the Thompson 5th Anniversary celebration which had 75 patrons in attendance as well as Escape Room programs and Holiday Craft Swaps at several branches.

Human Resources Report: Exhibit 11/25/I
Human Resource Actions Exhibit 11/25/J
Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the Human Resource Actions as presented in the board packet.
The motion passed.

Ayes: Delano, Hutchinson, Newman, Pitrone, Yanchar
Nays: None

Local Manager's Report
Denise Javins, Marketing Manager, shared a video created to celebrate Library Card Sign-Up Month. The popular video was featured in a statewide collaboration to highlight the many items patrons can borrow with a library card.

Kristen Brickman arrived at the meeting.

Committee Reports:
Facilities Committee Exhibit 11/25/K

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Kris reviewed the Facilities Committee minutes that were included in the board packet. Since the meeting she still has had no response to her request for information from West Geauga Schools regarding the new well. The sale of the Administrative Center is proceeding with an inspection already complete and appraisal to be scheduled. OAC meetings have been progressing with Kate and Karen often in attendance. The capital campaign is in progress, and board members may be contacted for their feedback.

Personnel Committee

Exhibit 11/25/L

Kris reviewed the Personnel Committee minutes and committee recommendations with the board. The following actions were taken:

Approval of Personnel Policy 512 – Vehicle Use

Exhibit 11/25/M

Nicole Burnside, HR Manager, explained the change to the policy to assign allowable points to better define what is an acceptable driving record. Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the changes to Personnel Policy 512 and all related job descriptions.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval of Youth Monitor Job Description

Exhibit 11/25/N

Nicole explained that this job description had been missed in recent updates. Kate commented that the changes seemed clear. Josh Hutchinson made a motion, seconded by Paul Newman, to approve the changes to the Youth Monitor job description.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval of PP 715 Unpaid Time Off Part-Time Employees

Exhibit 11/25/O

Kris explained that the policy change would allow part-time employees to save their paid time off for a vacation rather than using it to cover unexpected time off. Kris also shared that the timecard rounding policy will change from 15 minutes to 5 minutes, effective November 19, 2025. The change to the policy would ease that transition. Kate questioned if managers would be able to handle scheduling with this change. Kris replied that they would. Josh commented that this change would allow more flexibility for employees.

Following this discussion, Kate Pitrone made a motion, seconded by Josh Hutchinson, to approve the changes to Personnel Policy 715 and all other related policies.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

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Approval of Personnel Policy 724 – Full-Time Leave of Absence Exhibit 11/25/P
Kris presented the updates which were included to mirror the library's current FMLA policy. Kate Pitrone made a motion, seconded by Paul Newman, to approve the changes to Personnel Policy 724.
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar
Nays: None

Unfinished Business:

Sunday Hours

Kris recommended that the library branches remain closed for 2026. This is due to uncertain funding and the impact on patrons if the branches open and then have to reclose. Kate replied that she would like to open on Sundays during the school year but since funding is uncertain would recommend closing. Josh commented that not many patrons visit the libraries on Sunday and closing would save money but have a low impact on most patrons. Paul would like to be open on Sundays.

Following this discussion, Kate Pitrone made a motion, seconded by Josh Hutchinson, for the library branches to remain closed on Sundays for 2026. This decision is to be revisited if money falls from the sky.
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Pitrone
Nays: Newman, Yanchar

New Business:

Discard List

Exhibit 11/25/Q

Kate Pitrone made a motion, seconded by Jake Yanchar, to approve the discard list, as presented in the board packet.
The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar
Nays: None

Board Development:

Kris reported that she attended the County Commissioners meeting and the commissioners unanimously voted not to approve a piggy-back homestead and owner-occupied property tax reduction. Kris also shared that House Bill 137 has not been scheduled for a vote. This bill would require approval by the county commissioners before the library could put a levy on the ballot.

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Foundation Report:

Exhibit 11/25/R

Debbie Schrock reported that the Winter Wonderland of Trees event is live. Decorated trees will be auctioned online and in person.

Comments From the Public:

None

Executive Session:

Josh Hutchinson made a motion, seconded by Paul Newman, to move to executive session to consider compensation of public employees.

The motion passed and the board moved to executive session at 4:26 pm.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

President Karen Delano called the meeting to order and the board returned to regular session at 4:50 pm.

Approval of Updates to Personnel Policy 270 Job Titles and Grades: Exhibit 11/25/S

Josh Hutchinson made a motion, seconded by Paul Newman, to approve the updates to Personnel Policy 270 and all related policies including the grades and corresponding pay rates and further to grandfather the current Administrative Assistant and Marketing Assistant at their current vacation accrual rate. Future employees in those positions will accrue at the updated rate.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval of Equity Adjustments:

Jake Yanchar made a motion, seconded by Kristen Brickman, to approve equity adjustments as recommended by the Personnel Committee.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Approval of 2026 Salary Increases:

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Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve a 3 percent salary increase for all eligible employees whose salaries are not impacted by the changes to Personnel Policy 270.

The motion passed.

Ayes: Brickman, Delano, Hutchinson, Newman, Pitrone, Yanchar

Nays: None

Adjournment

Josh Hutchinson made a motion, seconded by Paul Newman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:52 pm.

Karen Delano, President

Crist Miller, Secretary