

Minutes of Regular Board Meeting

December 16, 2025

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, December 16, 2025, at the Administrative Center.

Call to order and roll call: President Karen Delano called the board meeting to order at 4:01 P.M. and the roll call was conducted.

Present: Kristen Brickman, Karen Delano, Crist Miller, 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, Dani Hollar, Denise Javins, John Johnston, Judy Lasco, Erika Noark, Marlene Pelyhes, Mike Pope, Debbie Schrock, Gail Roussey

Approval of Minutes: Exhibit 12/25/A

The minutes of the November Records Commission and regular board meeting were approved as presented upon motion by Paul Newman and seconded by Kristen Brickman.

The motion passed.

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

Nays: None

Communications: Exhibit 12/25/B Kris

reviewed the letters received from the County Commissioners and stated the purpose was to fulfill the grant requirements for funds being used to purchase the Administrative Center.

Agenda: Exhibit 12/25/C

Paul Newman made a motion, seconded by Kate Pitrone, to approve the agenda as presented. The motion passed.

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

Nays: None

Fiscal Officer's Report: Exhibit 12/25/D

Approval of Disbursements and Gifts Exhibit 12/25/E

Kate Pitrone made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including November disbursements and gifts as presented in the board packet.

The motion passed.

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

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Nays: None

Resolution 25-04 Tax Advances

Exhibit 12/25/F

Paul Newman made a motion, seconded by Kate Pitrone, to approve Resolution 25-04 requesting advance tax payments for 2026.

The motion passed.

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

Nays: None

Resolution 25-05 2025 Permanent Appropriations

Exhibit 12/25/G

Paul Newman made a motion, seconded by Jake Yanchar, to approve the updated Resolution 25-05 Permanent Appropriations to allow for a transfer of funds to the Chardon Reserve Fund. Total of all funds appropriated is \$25,083,918.50.

The motion passed.

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

Nays: None

Year-End Transfers

Kate Pitrone made a motion, seconded by Paul Newman, to approve the year-end transfers proposed by the fiscal officer:

General Fund Transfer to Fund 402 Building Repair Reserve Fund

- \$495,583 from 101.000.59900 Transfers Out to 402.000.49900 Transfers In

General Fund Transfer to Fund 460 Chardon Reserve Fund

- \$1,300,000 from 101.000.59900 Transfers Out to 460.000.49900 Transfers In

The motion passed.

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

Nays: None

Director's Report:

Exhibit 12/25/H

Jake Yanchar made a motion, seconded by Kristen Brickman, to approve the tuition reimbursement request as presented in the board packet.

The motion passed.

Jonathon Kopp	MLIS
Kent State University	\$1271.00
LIS-60401-001	Leadership in Libraries & Information Centers

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

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Nays: None

Director Kris Carroll highlighted her work on the county task force meeting to discuss property tax issues and plan informational meetings. Kris also reported that the Chardon Branch project is moving forward and shared the preliminary floor plan.

Paul Newman asked if people will have to cross the library to get to the meeting room. Kris replied that there could be benefits from this configuration including introducing more people to the library that don't currently use the library.

Assistant Director's Report:

Exhibit 12/25/I

Katy shared the upcoming year-long reading challenge, Read Across America, and shared the entry form with the board.

Human Resources Report:

Exhibit 12/25/J

Human Resource Actions

Exhibit 12/25/K

Jake Yanchar made a motion, seconded by Kate Pitrone, to approve the Human Resource Actions as presented in the board packet.

The motion passed.

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

Nays: None

Local Manager's Report:

Mike Pope, IT Manager, shared information about the recently passed Ohio law that requires cybersecurity reporting and staff training. Mike reported that the library has already implemented cybersecurity training through KnowBe4 and recently added the OPCI training provided by the state to all staff training requirements.

Jake Yanchar asked if the library has cybersecurity insurance. Mike confirmed that the library does have insurance, and that insurance companies now are requiring training.

Committee Reports:

Finance Committee

Exhibit 12/25/L

Lisa reviewed the Finance Committee minutes and gave an overview of the Appropriations Budget Report that was included in the board packet.

Resolution 25-06 2026 Permanent Appropriation

Exhibit 12/25/M

Paul Newman made a motion, seconded by Kristen Brickman, to approve the 2026 Permanent Appropriations as presented in the board packet.

The motion passed.

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

Nays: None

Unfinished Business:

None

New Business:

Approval of 2026 Board Meeting Schedule

Exhibit 12/25/N

Paul Newman made a motion, seconded by Kate Pitrone, to approve the 2026 meeting schedule. Paul questioned why the first three meetings were to be held at the Administrative Center. Kris stated that we are unsure of the availability of the Admin Center later in the year and branch meeting room schedules necessitated having the meetings at the Admin Center. The motion passed.

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

Nays: None

Approval of Temporary Boiler at Middlefield

Exhibit 12/25/O

Paul Newman made a motion, seconded by Kate Pitrone, to retroactively approve the contract with Geauga Mechanical to provide a temporary boiler for Middlefield as presented in the board packet. The motion passed.

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

Nays: None

Approval of Boiler Replacement at Middlefield

Exhibit 12/25/P

Paul Newman made a motion, seconded by Kate Pitrone, to retroactively approve the contract with Geauga Mechanical to provide a replacement boiler for Middlefield as presented in the board packet. The motion passed.

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

Nays: None

Approval to Close Bainbridge Branch for Mini-Golf

Jake Yanchar a motion, seconded by Kate Pitrone, to approve limited service hours on Saturday, March 14, 2026, from 10:00 am to 4:00 pm at the Bainbridge Branch to accommodate the

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Foundation Mini Golf event. Staff will be scheduled during the affected week to work their regular number of hours in which the library facilities are open.

The motion passed.

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

Nays: None

Approval to Close Chardon Branch for Maple Festival

Paul Newman a motion, seconded by Kate Pitrone, to approve closing the Chardon Branch for the Maple Festival on Saturday, April 25, 2026, as an unpaid closure. Staff will be scheduled during the affected week to work their regular number of hours in which the library facilities are open.

The motion passed.

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

Nays: None

Discard List

Exhibit 12/25/Q

Paul Newman made a motion, seconded by Jake Yanchar, to approve the discard list as presented in the board packet.

The motion passed.

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

Nays: None

Board Development:

Exhibit 12/25/R

Organizational Architecture Staffing Report

Kris shared the Organizational Architecture staffing report and her summary of the findings. The results of the staffing survey informed the library's changes to the youth services department and suggested a more flexible scheduling model.

Kate asked what flexible scheduling meant and Kris replied that the term could mean scheduling according to seasons. For instance, Middlefield is busier in the winter months and slower in summer and staffing could reflect that. Scheduling could also be flexible throughout the day, perhaps having fewer staff in the building after 7 pm for example.

2026 Officer Candidate Nominations

The board discussed officer nominations for 2026. The nominations for board officers are:

President	Crist Miller
Vice President	Josh Hutchinson
Secretary	Kristen Brickman

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Foundation Report:

Exhibit 12/25/S

Debbie Schrock reported that the Foundation's annual appeal is going well. Several donors have increased their giving this year. The Foundation received a generous gift of over \$48,000 from former library employee, Anne Tripp.

Debbie reminded the board that mini-golf tickets go on sale in January.

Comments From the Public

None

Executive Session

Kate Pitrone made a motion, seconded by Crist Miller, to move to executive session to consider the compensation of public employees.

The motion passed and the board moved to executive session at 4:38 pm.

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

Nays: None

The board returned to regular session at 4:54 pm.

Director and Fiscal Officer Compensation

Exhibit 12/25/T

Paul Newman made a motion, seconded by Kate Pitrone, to approve administrative salaries as presented in the attached memorandum. The motion passed.

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

Nays: None

Adjournment

Paul Newman made a motion, seconded by Kristen Brickman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:56 pm.

Karen Delano, President

Crist Miller, Secretary