

Minutes of Regular Board Meeting  
January 20, 2026

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, January 20, 2026, at the Administrative Center.

**Call to order and roll call:** President Crist Miller called the board meeting to order at 4:07 P.M. and the roll call was conducted.

Present: Karen Delano, Josh Hutchinson, Crist Miller, Paul Newman, Kate Pitrone  
Lisa Havlin - Fiscal Officer, Katy Farrell – Assistant Director

Also Present: Nicole Burnside, Rachael Hartman, Dani Hollar, John Johnston, Judy Lasco,  
Erika Noark, Marlene Pelyhes, Mike Pope, Debbie Schrock, Dawn Malaska

**Approval of Minutes:** Exhibit 01/26/A  
The minutes of the December regular board meeting were approved as presented upon motion by Kate Pitrone and seconded by Paul Newman.  
The motion passed.

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

**Communications:**  
None

**Agenda:** Exhibit 01/26/B  
Kate Pitrone made a motion, seconded by Paul Newman, to approve the agenda as amended with the addition of Item 14B Chardon Branch exterior.  
The motion passed.

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

**Fiscal Officer's Report:** Exhibit 01/26/C  
*Approval of Disbursements and Gifts* Exhibit 01/26/D  
Josh Hutchinson made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including December disbursements and gifts as presented in the board packet.  
The motion passed.

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

*Approval of Banking Changes*  
Kate Pitrone made a motion, seconded by Paul Newman, to approve banking changes to remove Karen Delano and add Crist Miller as authorized signers on the library's banking and investment accounts.  
The motion passed.

Minutes of Regular Board Meeting  
January 20, 2026

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

*Credit Card Compliance Officer*

Paul Newman made a motion, seconded by Kate Pitrone, to approve the appointment of Karen Delano, Finance Committee Chair as the 2026 Compliance Officer.  
The motion passed.

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

*2026 Mileage Reimbursement Rate*

Paul Newman made a motion, seconded by Josh Hutchinson, to set the library's reimbursement rate for 2026 at .70 cents per mile.  
The motion passed.

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

*2025 Financial Recap*

Lis Havlin, Fiscal Officer, reviewed the 2025 Financial Recap included in her board report.

**Director's Report:**

Exhibit 01/26/E

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the tuition reimbursement request as presented in the board packet with the exception of a duplicated request for Jonathon Kopp.  
The motion passed.

|                       |   |
|-----------------------|---|
| Halli Pliml           | MLIS  |
| Kent State University | \$1479.50   |
| LIS 60099-002         | Master's Portfolio in Library & Information Science |
| LIS 60614-001         | Collection Management in Libraries                  |
| LIS 60669-001         | Information Services for Diverse Populations        |

|                       |   |
|-----------------------|---|
| Lauren Smyth          | MLIS                                    |
| Kent State University | \$2000.00                               |
| LIS 60614-001         | Collection Management in Libraries      |
| LIS 60652-001         | Foundations of Recordkeeping in Society |

|                       |                             |
|-----------------------|-----------------------------|
| Mia Gumpf             | MLIS                        |
| Kent State University | \$1268.50                   |
| HI 60419-001          | Consumer Health Informatics |

Minutes of Regular Board Meeting  
January 20, 2026

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|---------------|---|
| LIS 60671-001 | Intro to Cataloging Principles & Practices in Medical Libraries |
| LIS 60672-001 | Reference Sources & Services in Medical Libraries               |
| LIS 60673-001 | Medical Library Management & Culture                            |

|                       |   |
|-----------------------|---|
| Olivia St. James      | MLIS                                    |
| Kent State University | \$1268.50                               |
| LIS 60020-001         | Information Organization                |
| LIS 60612-001         | Library Materials & Services for Adults |

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

Nays: None

In the absence of the Director, Assistant Director Katy Farrell reported that the library system's 2025 circulation totaled more the 3,000,000 for the first time. Katy also noted that 22% of circulation was E-Circ.

There were no additions to the Director's written report.

**Assistant Director's Report:**

Exhibit

01/26/F

Katy mentioned that her written report included many lovely stories about holiday programs. There were no additions to her report as presented in the board packet.

**Human Resources Report:**

Exhibit 01/26/G

*Human Resource Actions*

Exhibit 01/26/H

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the Human Resource Actions including the 4<sup>th</sup> quarter Outstanding Service Awards as presented in the board packet. The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

**Local Manager's Report:**

Facilities Manager John Johnston shared a review of the work orders the facilities team had resolved in 2026. A total of 355 work orders were submitted. Of that total, 25 were for HVAC issues, 22 were plumbing, and 39 were electrical issues.

**Committee Reports:**

None

**Unfinished Business:**

None

**New Business:**

Minutes of Regular Board Meeting  
January 20, 2026

*Approval of the Foundation Capital Campaign MOU*

Exhibit 01/26/I

Paul Newman made a motion, seconded by Kate Pitrone, to approve the Capital Campaign Memorandum of Understanding with the Geauga County Library Foundation. The MOU will be on the Foundation's agenda for approval at their January 28, 2026, meeting.

The motion passed.

Ayes: Delano, Hutchinson, Miller, Newman, Pitrone

Nays: None

**Board Development:**

Exhibit 01/26/J

*2026/2027 Strategic Plan*

Katy shared the 2026/2027 Strategic Plan that was updated with input from library stakeholders. The updated plan includes the same three tenets with updated goals and initiatives. Kate Pitrone commented that she was glad to see the inclusion of homeschooling families in the strategic plan. Katy replied that while all branches have been working with homeschoolers, it would be helpful to create a structure so employees and patrons know what to expect.

*Chardon Branch Exterior*

Exhibit 01/26/K

Facilities Chair, Kate Pitrone, reviewed the illustrations of the new Chardon Branch exterior that were shared with the board. Kate reported that the design would be shared with the Chardon Planning Commission at their upcoming meeting. The exterior design may change based on their feedback as the design process continues.

Paul Newman asked if the flat roof could have some sort of peak. Kate replied that the budget did not allow a peaked roof without sacrificing square feet in the library.

**Foundation Report:**

Exhibit 01/26/L

Debbie Schrock reported that in 2025 the Foundation had added three members to its board and 52 volunteers. 2026 planned fund-raising events include Mini-Golf, the second annual Murder Mystery event and Maple Festival Parking.

**Comments From the Public**

None

**Adjournment**

Kate Pitrone made a motion, seconded by Paul Newman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:27 pm.

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Crist Miller, President

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Kristen Brickman, Secretary