

Minutes of Regular Board Meeting
April 21, 2026

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, April 21, 2026, at the Bainbridge Branch.

Call to order and roll call: President Crist Miller called the board meeting to order at 4:00 P.M. and the roll call was conducted.

Present: Karen Delano, Josh Hutchinson, 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, Denise Javins, John Johnston, Judy Lasco, Erika Noark, Marlene Pelyhes, Mike Pope, Debbie Schrock, Kristina Lininger, Larry Corbus, GCPL Owner's Representative

Approval of Minutes: Exhibit 04/26/A
The minutes of the March regular board meeting were approved as presented upon motion by Paul Newman and seconded by Kate Pitrone.
The motion passed.

Communications: Exhibit 04/26/B
There were no additions to the communications included in the board packet.

Agenda: Exhibit 04/26/C
Paul Newman made a motion, seconded by Josh Hutchinson, to approve the agenda as amended to remove Item 14H Sick Leave.
The motion passed.

National Library Workers' Day
Kate Pitrone made a motion, seconded by Jake Yanchar to approve the following motion:

In Recognition of National Library Workers Day, the Board wishes to express its appreciation to GCPL staff for their dedication, professionalism, and the exceptional library services they provide to the community each day. In honor of this recognition, the Board approves the purchase of staff room supplies in an amount not to exceed \$950.

The motion passed.

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

Fiscal Officer's Report: Exhibit 04/26/D
Approval of Disbursements and Gifts Exhibit 04/26/E
Josh Hutchinson made a motion, seconded by Paul Newman, to approve the Fiscal Officer's Report including February disbursements and gifts as presented in the board packet.
The motion passed.

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

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Director's Report:

Exhibit 04/26/F

Kris reported that round table meetings at all buildings have been completed and many staff completed active shooter training. Kris shared that long-time employee, Lori Pinkney, is retiring and that Technical Services staff have worked with Lori to transition the ordering of inspirational material to the Collection Development Librarians.

Assistant Director's Report:

Exhibit 04/26/G

Katy shared several popular programs with the board. The Great Geauga West Egg Hunt continues through the end of the month. Preservation week is the last week of April. Scanpalooza events are planned across the system to highlight the equipment in the Digital Legacy Labs. The programs are organized by Lauren Smyth, GCPL's Digitization Specialist.

Katy also share the this is Judy Lasco's last board meeting as Chardon Branch Manager. Judy has been with GCPL for 20 years and is retiring at the end of the month.

The board thanked Judy for her service.

Human Resources Report:

Exhibit 04/26/H

Human Resource Actions and Outstanding Service Awards

Exhibit 04/26/I

Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the Human Resource Actions including the 1st quarter Outstanding Service Awards, as presented in the board packet. The motion passed.

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

Nays: None

Local Manager's Report:

Dani Hollar, Bainbridge Branch Manager shared popular Bainbridge programs with the board. Bainbridge's Teen Advisory Committee had requested a murder mystery type program. Bainbridge youth services staff located an age-appropriate program, Wizarding School Mystery Party and held an after-hours event for teens. Another planned program is in honor of National Poetry Month. A Black Out Poetry even is planned and Dani share Black Out Poetry examples.

Committee Reports:

None

Unfinished Business:

None

New Business:

Approval of Operating Policies

Exhibit 04/26/J

Following a brief discussion of the changes to the Loan Periods policy to remove hot spots, Josh Hutchinson made a motion, seconded by Kate Pitrone, to approve the recommended updates to Operating Policies 150 Library Volunteers and 731 Loan Periods.

The motion passed

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

Nays: None

Approval of Job Description and Organizational Charts

Exhibit 04/26/K

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Kate Pitrone made a motion, seconded by Paul Newman to approve the updates to the Technology Trainer job description and changes to the IT Department and Middlefield Branch organizational charts.

The motion passed.

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

Nays: None

Approval of Updates to Operating Policy 970

Exhibit 04/26/L

Kate Pitrone made a motion, seconded by Paul Newman to approve the updates to the following policies:

Personnel Policy 276 Family Medical Leave Act

Personnel Policy 545 Staff Privileges

Personnel Policy 723 Personal Time

Personnel Policy 810 Retirement

Personnel Policy 520 Resignation

The motion passed.

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

Nays: None

April Discard List

Exhibit 04/26/M

Josh Hutchinson made a motion, seconded by Kate Pitrone to approve the discard of items as presented in the board packet.

The motion passed.

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

Nays: None

Board Development:

Exhibit 04/26/N

Kris shared library property tax information prepared for the recent property tax educational meetings. This information is now available at all library branches.

Chagrin Valley Herb Society

Exhibit 04/26/O

Chagrin Valley Herb Society President, Ruby Hicks reported that the herb society values its partnership with the library and their activities support the library's mission of discovery, learning, and growth. The garden is often used by afterschool children and society members hear from adults how much they appreciate the garden. The Herb Society received their 501c3 recognition in March and were able to support the Geauga County Library Foundation's Mini Golf event.

2026 goals include adding protection to the lower part of planter boxes; re-staining the garden boxes; adding additional benches; and recruiting new members.

Approval of Chagrin Valley Herb Society MOU

Exhibit 04/26/P

Paul Newman made a motion, seconded by Kate Pitrone, to approve the 2026 memorandum of understanding between Geauga County Public Library and the Chagrin Valley Herb Society.

The motion passed.

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

Nays: None

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Foundation Report:

Exhibit 04/26/Q

Debbie Schrock reminded the board that the Foundation will be holding their book sale at the Chardon Branch during the Maple Festival. The Foundation also will be parking cars in the branch parking lot.

Comments From the Public

None

Executive Session

Josh Hutchinson made a motion, seconded by Paul Newman to move to executive session to consider the sale or purchase of property. The board requested that Larry Corbus, Owner's Representative join them in executive session.

The motion passed and the board moved to executive session at 4:20 pm.

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

Nays: None

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

Motion for Sale of Geauga County Public Library Administrative Center Exhibit 04/26/R

Josh Hutchinson made a motion, seconded by Jake Yanchar to approve the motion for sale of the Administrative Center building located at 12701 Ravenwood Drive, Chardon, Ohio.

The motion passed.

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

Nays: None

Motion for Lease of 12701 Ravenwood Drive, Chardon, Ohio

Exhibit 04/26/S

Josh Hutchinson made a motion, seconded by Jake Yanchar to approve the motion for lease of the building located at 12701 Ravenwood Drive, Chardon, Ohio.

The motion passed.

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

Nays: None

Adjournment

Jake Yanchar made a motion, seconded by Paul Newman, to adjourn the meeting. The motion passed and the meeting adjourned at 4:55 pm.

Crist Miller, President

Kristen Brickman, Secretary