

January 17

2012

The Geauga County Public Library Board of Trustees met for the 2012 organizational meeting and then in regular session on Tuesday, January 17, 2012 at the Administrative Center.

**Call to order and roll call:** The organizational meeting was called to order at 4:05 by Board President Paul Newman and the roll call was conducted.

Present: Gordon Burgess, Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Raymond Rundelli, Deborah O'Connor – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Kris Carroll, Rachael Hartman, Judi Smith, Linda Yanko, John Springer, Connie Pekar, Lisa Havlin, Jane Attina.

Absent: Jake Yanchar

**Election of officers:** Paul Newman made a motion, seconded by Raymond Rundelli, to approve the slate of officers presented at the December 2011 Board meeting. There were no nominations from the floor. The motion to approve the slate of officers passed.

The new officers are:

President	Gordon Burgess
Vice President	Karen Delano
Secretary	Joshua Hutchinson

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli

Nays: None

**Oath of office Board officers:** Paul Newman, attorney, conducted the swearing in of the new officers of the Board.

As his first action as Board President, Gordon Burgess, presented a thank you gift to outgoing President Newman. The meeting continued under the gavel of the new board president.

**Appointments of Fiscal and Deputy Fiscal Officers and bond for Business Office staff:** Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the appointment of Cheryl Marks as the Fiscal Officer at the salary and employment package specified in memorandum and bond to be set at \$40,000. The motion passed. Exhibit 01/12/A

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli

Nays: None

Paul Newman made a motion, seconded by Raymond Rundelli to approve the appointment of Lisa Havlin as the Deputy Fiscal Officer with bond set at \$10,000. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

Paul Newman made a motion, seconded by Joshua Hutchinson, to set bond for the Business Office Library Assistant I position, currently held by Mary Ann Strichko, at \$10,000. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Oath of Office Fiscal Officers:** Attorney Paul Newman conducted the swearing in of the Fiscal Officer and Deputy Fiscal Officer.

**Appointment Director:** Raymond Rundelli made a motion, seconded by Paul Newman, to approve the appointment of Deborah F. O'Connor as Library Director at the salary and employment package presented in a memorandum. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Appointment Assistant Director:** Karen Delano made a motion, seconded by Paul Newman to approve the appointment of Therese Feicht as Assistant Director at the salary and employment package as presented in memorandum. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Bylaws:** Exhibit 01/12/B  
Paul Newman made a motion, seconded by Kate Pitrone, to approve the Bylaws as revised for 2012. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Committee appointments:** Exhibit 01/12/C  
Gordon presented committee appointments. The 2012 committees are:

Executive  
Bainbridge  
Budget  
Community Relations, Marketing  
Facilities, Capital Planning  
Personnel  
Planning  
Policy  
Foundation Liaisons

The Board accepted these committees and appointments as presented.

**Petty cash and cash drawers:** Paul Newman made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's recommendations for:

Petty cash of \$275 to be distributed as follows: \$50 for the Administrative Center and each library, excluding Thompson and Newbury; and Bookmobile for \$25. Cash drawer amounts will total \$400 and be distributed as follows: \$75 each at Bainbridge, Chardon, Geauga West, and Middlefield. \$50 each at Newbury and Thompson. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Fiscal Officer invest monies:** Paul Newman made a motion, seconded by Kate Pitrone, to allow the Fiscal Officer to invest monies without prior approval of the Board. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Stock value:**

Exhibit 01/12/D

Cheryl Marks reported that the stock held by the Library at the end of 2011 had a value of \$34,356.71.

**Adjournment:** Raymond Rundelli made a motion, seconded by Karen Delano, to adjourn the organizational meeting. The motion passed and the meeting adjourned at 4:15.

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Gordon Burgess, President

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Joshua Hutchinson, Secretary

Regular

January 17

2012

**Call to order and roll call:** President Gordon Burgess called to order the regular monthly board meeting at 4:15 and the roll call was conducted.

Present: Gordon Burgess, Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Raymond Rundelli, Deborah O'Connor – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Kris Carroll, Rachael Hartman, Judi Smith, Linda Yanko, John Springer, Connie Pekar, Jane Attina.

Absent: Jake Yanchar

**Minutes:**

Exhibit 01/12/E

The minutes of the December 13, 2011 regular meeting were approved as presented upon motion by Raymond Rundelli, seconded by Kate Pitrone. Motion passed.

**Communications:** Debbie shared thank you notes from the Geauga County Bar Association; the Bearce family; and employees Cheryl Marks and Therese Feicht regarding pay raises and merit payments.

**Agenda:** Karen Delano made a motion, seconded by Kate Pitrone, to approve the revised agenda distributed at the meeting. The motion passed.

**Fiscal Officer's Report:**

Approval of disbursements and gifts:

Exhibit 01/12/F

Paul Newman made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's Report including disbursements and gifts as presented. There were no year-end transfers that needed board approval. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli

Nays: None

Resolution #1 – Request for Tax Collections:

Exhibit 01/12/G

Joshua Hutchinson made a motion, seconded by Paul Newman, to approve a resolution requesting Advance Tax Collections for the first half real estate collection in February 2012. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli

Nays: None

Setting up new accounts: Cheryl informed the Board that she set up two new accounts as follows in order to more clearly track expenses:

101.000.53255 Long Distance Service  
101.000.54355 Electronic Books Advantage

Carryover Balance Report:

Exhibit 01/12/H

Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's Carry-Over Report that was sent to the Budget Commission January 6, 2012 for approval. The Revenue was revised due to decreased property taxes and rollbacks which resulted in de-certifying the Revenue by \$214,980. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

PLF for January: The estimated PLF for January 2012 is about \$212,921.34 which is \$14,516.69 less than we received in January 2011.

Banking Changes: Joshua Hutchinson made a motion, seconded by Kate Pitrone, to add Gordon R. Burgess to the Library's checking account as a required signor for 2012 and to remove Paul A. Newman from same. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Director's Report:**

Exhibit 01/12/I

In addition to her written report:

2011 Circulation:

Exhibit 01/12/J

Debbie reported that our 2011 circulation decreased by only 1.6% compared to 2010. She noted that colleagues in the ETM library group are reporting similar percentages.

Tuition Reimbursement Requests: Paul Newman made a motion, seconded by Joshua Hutchinson, to approve tuition reimbursement requests for the following employees:

Robyn Lannon, Library Assistant III, Youth Services at Chardon Library \$1611 upon successful completion of Reading Problems (with Lab), Educational Media and Technology and Special Topics – Reggio at Lake Erie College;

Carol Tuttle, Library Assistant III, Adult Services at Chardon Library \$695.25 upon successful completion of Library Science courses, Access to Information and Organization of Information;

Peggy Cox, Library Assistant III, Youth Services at Chardon Library \$808.25 upon successful completion of Library Science courses, Access to Information, Management of Libraries and Information Centers, and Workshop – Designing Grant Pro.

The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

Geauga West Carpet Choice: Linda Yanko, Geauga West Manager, shared carpet samples of the carpet tiles that will be ordered to replace the original carpeting in this building. The board concurred that it was a nice choice.

Donation from Christ Child Society of Geauga County: Debbie noted that we received a donation of \$500 from this group to help pay for the Baby's First Book project. The group indicated to her that this may be the last year that they may be able to support this project as their fundraising has declined.

2012 Equipment Needs: All buildings and departments provided requests to Debbie this week.

Collection Update: Debbie notified the Board that we plan to change to a proactive approach to replace worn DVDs and CDs based on circulation reports. Staff are also conducting experiments to be sure that we are buying enough e-books based on holds, buying the right mix of genres and nonfiction, and researching the e-book program that Ingram is now promoting.

Biting Patron Update: Debbie investigated the report from Bainbridge staff about the patron who was barred from coming into the library because of biting others and determined that it was not the same person in the library and did not plan to contact the parents at this time.

Bid Projects (Middlefield): The work on the bids for replacing the roof and fixing the sprinkler system is going well and we are in great shape on this process.

Programming: "Lines and Links" is doing its job of promoting our programs. Staff report brisk registrations for adult classes and adding classes, especially e-reader classes and appointments, in order to meet the demand. The recent Genealogy Society program enjoyed an overflow audience at Chardon with 91 people attending. Board member Joshua Hutchinson suggested that the Library offer a program on 'how to upgrade a home computer'.

Conflict of interest concern – Township Audit Committee: Debbie asked the Board if they thought there might be a conflict of interest if she applied to serve on her township's audit committee, a volunteer commitment. The Board concurred that it was not a conflict of interest.

**Assistant Director's Report:**

Exhibit 01/12/K

Personnel Actions:

Exhibit 01/12/L

Joshua Hutchinson made a motion, seconded by Karen Delano, to approve the Personnel Actions as presented. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

There were no additions to the Assistant Directors written report.

Local Managers Report: IT Services Manager John Springer shared information about capital IT projects with the Board. Four key projects are slated – replace all internet workstations for the public; replace the remaining staff workstations that were not replaced in

2011; replace outdated and obsolete network equipment and include equipment needed for VOIP; and replace telephone handsets if the VOIP is done in 2012.

**Committee Reports:** There were no reports, but a meeting needs to be set for the Personnel Committee to meet to develop administrators' evaluation forms.

**Director's Annual Goals Update:** There was no report as Debbie asked to review the current goals with the Personnel Committee so that the Committee may set the direction for the year.

**Unfinished Business:** None.

**New Business:**

*Philosophical Discussion of Library Boundaries Issues:* Debbie reviewed the proposed Omnibus Library Legislation that includes cleaning up library boundaries throughout the State. The Board decided that agreements were in place and working for our library system so they will not initiate any discussions with relevant parties at this time.

*Items for Discard:*

Exhibit 01/12/M

Karen Delano made a motion, seconded by Paul Newman, to approve the disposal of IT equipment listed on the IT Department Discard List January 2012. This list also includes old cameras no longer needed by the libraries which will be listed for sale on the Geauga County auction web site. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

*Public Library Fund/Burton Library:*

Exhibit 01/12/N

The Board appointed board member Raymond Rundelli to represent them in discussions with the Burton Library Board about the agreement that establishes the formula for distributing PLF funds in the County. The Board made no changes to the proposed letter to be sent to the Burton Library Board President that was included in the Board packet. It was decided that the letter would be hand-delivered after this meeting.

*Approval of the Organizational Chart:*

Exhibit 01/12/O

Paul Newman made a motion, seconded by Kate Pitrone, to approve the 2012 Organizational Chart as presented as Personnel Policies #131 - #142. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Newman, Pitrone, Rundelli  
Nays: None

**Board Development:** Board communication with staff and the public was reviewed. Debbie reminded board members that when staff or the public talk to them or have questions about library operations to be sure to steer the person to her as she is the administrator for the Library. This is important so that continuity is maintained with regard to information relayed, concerns addressed and board decisions explained.

**Foundation report:**

Exhibit 01/12/P

Debbie made a report on behalf of the Foundation as follows:

Election of officers for 2012:

President – John Fitts term to expire December 31, 2014

Vice-President – Mark Hamilton

Secretary - Pat Brandes

Treasurer – Jim O'Reilly term to expire December 31, 2014

Chautauqua Sponsorship: The Foundation Board voted a \$2,000 sponsorship donation to this summer's Chautauqua event. The Library will also host 3 programs with the scholars.

New Board member: Margie Wilber, a marketing professional, was elected to the Foundation Board for a three year term to end December 31, 2014.

Mini Golf: More sponsors, especially hole sponsors, are needed for this March 25, 2012 event.

Sanborn Memorial: Mrs. Wilson Sanborn, a Chardon patron, died recently and the family named the Library Foundation as a recipient for donations in her memory.

Distinguished Speaker 2012: Ideas are still being discussed but a scholar/actor who portrays Mark Twain is the current popular suggestion.

**Comments from the Public:** None.

**Adjournment:** Raymond Rundelli made a motion to adjourn, seconded by Paul Newman.. The motion passed and the meeting ended at 5:39 P. M.

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Gordon Burgess, President

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Joshua Hutchinson, Secretary