

Regular

March 15

2011

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, March 15, 2011 at The Administrative Center.

Call to order and roll call: President Newman called the meeting to order at 4:01 and the roll call was conducted.

Present: Gordon Burgess , Karen Delano (4:12), Joshua Hutchinson (4:10), Andy Meinhold, Paul Newman, Raymond Rundelli, Deborah O'Connor – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Also Present: Donna Fried, Rachael Hartman, Judi Smith, Linda Yanko, Mike Pope, and Nanette Wilson.

Excused: Mona Trybus

Guest: Todd Petersen (4:25)

Minutes:

Exhibit 03/11/A

The minutes of the February 15, 2011 regular meeting were approved as presented upon motion by Raymond Rundelli, seconded by Andy Meinhold. The motion passed.

Communications: Debbie shared several items: a thank you note from Barbara White for her retirement gift; a thank you note from the Sisters of Notre Dame; and she notified the board of an email inquiry from Judy Zamlen-Spotts.

Agenda: Gordon Burgess made a motion, seconded by Andy Meinhold, to approve the revised agenda distributed at the meeting. The motion passed.

Fiscal Officer's Report:

Approval of disbursements and gifts:

Exhibit 03/11/B

Raymond Rundelli made a motion, seconded by Gordon Burgess, to approve the Fiscal Officer's Report including disbursements and gifts as presented. The motion passed.

Ayes: Burgess, Meinhold, Newman, Rundelli

Nays: None

GCPL Fiscal Situation "at a glance":

Exhibit 03/11/C

Cheryl Marks and Debbie O'Connor provided a summary of GCPL funds and the appropriated fund totals. Unappropriated fund totals were also included in the discussion.

Balance in Middlefield Library's Cardinal School Fund: The Cardinal School Treasurer notified the Library that there is a balance of \$1148.09 remaining in the construction fund for the library which must be spent by June 30, 2011.

Director's Report:

Exhibit 03/11/D

In addition to her written report:

Board member Joshua Hutchinson arrived at this point in the meeting.

State budget update: The Governor's proposed budget, released today, proposes reducing the Public Library Fund by 5%. This proposal would result in a loss of about \$135,000 for GCPL annually. Because the new State budget takes effect on July 1, 2011, the loss for 2011 would be half of that amount in calendar year 2011.

Board member Karen Delano arrived at this point in the meeting.

Geauga West sewer backup: Debbie praised Linda Yanko, Geauga West Library building manager and Mike Pope facilities manager and their staff in dealing with this unsafe and very messy situation. The building was able to be reopened the following day.

Purchase of new van: One new van was purchased in February at great savings using government pricing. The old van is for sale through the Geauga County online auction website.

"A Fine Romance" ALA Exhibit: Bainbridge Library was awarded one of the ALA grants to bring this exhibit to our county. We will learn in the next several weeks when it will be scheduled for our library. Debbie praised Bainbridge building manager Donna Fried on a finely written grant application. The Library will receive no money from this grant. The grant award includes the exhibit panels and paid shipping. The library is responsible for planning at least 2 public programs around the exhibit theme.

Flooding at Newbury follow-up: The school completed the repairs to Station Supervisor Jane Zimmerman's office this week. GCPL facilities staff will help move furniture and equipment back into the space yet this week. The office was damaged from overhead pipes that burst.

Theft detection system update: The test of this equipment is complete and the Director will evaluate before deciding whether to renew the contract.

Assistant Director's Report:

Exhibit 03/11/E

Personnel Actions:

Exhibit 03/11/F

Andy Meinhold made a motion, seconded by Gordon Burgess, to approve the Personnel Actions as presented. The motion passed.

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

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

Local Manager's Report: Nanette Wilson, Assistant to the Director, shared the changes to her job duties and changes throughout the library system during her 20 year tenure as the

secretary, then assistant, to the Director and her 28 years overall working for GCPL. Nanette will retire May 31, 2011.

Executive Session: At this point in the meeting, Andy Meinhold made a motion, seconded by Raymond Rundelli, to go into executive session in order to discuss possible litigation. The motion passed.

Ayes: Burgess, Delano, Hutchinson, Meinhold, Rundelli
Nays: Newman

The Board entered executive session at 4:36.

Raymond Rundelli made a motion, seconded by Gordon Burgess, to exit executive session and return to the regular board meeting. The motion passed.

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

The regular board meeting resumed at 5:20.

Committee Reports:

Personnel Committee:

Exhibit 03/11/G

Proposed change to Personnel Policy #230 – nepotism portion: Andy Meinhold made a motion, seconded by Raymond Rundelli, to approve revisions to the nepotism portion of Policy #230 as presented. The motion passed.

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

Anticipated retirements in 2011: Due to the number of retirement announcements we are receiving, Cheryl Marks researched and verified that there is sufficient money in the budget to cover payouts for unused earned time and sick time per policy for these employees. Some of the retirement announcements this year are due to the proposed legislation to revise OPERS that is currently under consideration in the State Assembly.

Director's Goals for 2011: Debbie shared her suggested goals with the Committee who recommended they be accepted by the Board. The board concurred and she will begin to report on her progress at the April meeting.

EEOC Complaint: The Library's employment attorney investigated and is forming the Library's response to the EEOC complaint received in February. Debbie notified our insurance carrier as well.

Equity Adjustments: Phase 2 of the 2008 salary survey was discussed. This is the portion of the survey that would provide equity in pay to experienced employees within the 2008 approved pay ranges. Phase 1, completed in 2008, brought all employees up to at least the new minimum pay rate for each grade/classification and adjusted wages for select positions based on the results of specifically requested market studies for them. The Board will consider possible equity adjustments in June or July when annual performance based salary changes are considered.

There were no other committee reports.

Director's Annual Goals Update: There was no report this month as the goals were approved earlier in the meeting.

Unfinished Business: None.

New Business:

Equipment for Discard: Debbie requested that the Board discard the recently replaced and broken Administrative Center fax machine. Raymond Rundelli made a motion, seconded by Gordon Burgess, to approve the disposal of the broken fax machine as requested. The motion passed.

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

Middlefield Library legal complaint: Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to direct Todd Petersen, legal counsel, to file a complaint pending one more attempt to resolve the situation. The motion passed.

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

West Geauga/Geauga West property purchase agreement: Exhibit 03/11/H
Joshua Hutchinson made a motion, seconded by Gordon Burgess, to approve the purchase agreement for the specified property for \$25,100. As per the contract, \$100.00 is for the purchase of the building and \$25,000 for the additional parking lot parcel. The motion passed.

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

Resolution: Karen Delano made a motion, seconded by Andy Meinhold, to adopt the following resolution to honor long-time Amish School Book delivery volunteer, Mr. Richard Ziegler.

RESOLUTION OF APPRECIATION
RICHARD ZIEGLER

WHEREAS for fifteen years Richard Ziegler has volunteered to deliver books to Amish Schools in Geauga County, and

WHEREAS Richard Ziegler's volunteer work has included driving from his home in Chagrin Falls to the Administrative Center or the Middlefield Library to the Amish Schools to deliver, back to the library building to return previous books, and then back home, and

WHEREAS Richard Ziegler carries with him several crates full of books, and

WHEREAS Richard Ziegler has faithfully performed his volunteer duties in good weather and bad, including snow storms, rain and extreme cold, and

WHEREAS Richard Ziegler has brought joy and reading to countless Amish youngsters who have looked forward to his visits for many years, and

WHEREAS Richard Ziegler recently celebrated his 90th birthday and announced his “retirement” from delivering books to Amish schools at the end of the current school year,

NOW, THEREFORE, BE IT RESOLVED that the Geauga County Public Library Board of Trustees expresses its gratitude to Mr. Ziegler and wishes him great happiness in his second retirement.

March 15, 2011

The resolution was adopted and will be presented to Mr. Ziegler at an upcoming ceremony.

Foundation report: Debbie reported that mini-golf event preparations are well underway and invited board members to come and golf. The Spring Tea will be replaced by a Spring Event. Invitations will be sent out soon.

Comments from the Public: President Newman reported that he will communicate via U.S. mail with Ms. Zamlen-Spotts again stating the library’s schedule for discussion of employee compensation, and notifying her that her request does not fall under the Ohio’s Public Records Law as she has not made a request for any public documents. He will also indicate that her request was received following the February Library Board meeting and was, therefore, discussed at the next public meeting of the Library Board today.

Adjournment: Andy Meinhold made a motion to adjourn, seconded by Joshua Hutchinson. The motion passed and the meeting ended at 5:52 P. M.

Paul A. Newman, President

Andy Meinhold, Acting Secretary