

October 18

2011

The Geauga County Public Library Board of Trustees met in regular session on Tuesday October 18, 2011 at Chardon Library

**Call to order and roll call:** President Newman called the meeting to order at 4:03 and the roll call was conducted.

Present: Gordon Burgess, Karen Delano, Joshua Hutchinson, Paul Newman, Kate Pitrone, Raymond Rundelli, Jake Yanchar, 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, and Jane Attina

Guests: Connie Pekar, Beth and Phil Shaw

New managers Kris Carroll, Bainbridge Library and Connie Pekar, Technical Services, were introduced and made brief comments.

**Minutes:** Exhibit 10/11/A The minutes of the August 16, 2011 regular meeting were approved as presented upon motion by Gordon Burgess, seconded by Raymond Rundelli. The motion passed.

**Communications:** Debbie shared assorted thank you notes and other communications with the Board. The board held a discussion about whether and how to respond to a letter to the editor by Beth and Phil Shaw printed in the Plain Dealer recently. The letter contained statements that were untrue. Joshua Hutchinson made a motion, seconded by Jake Yanchar, to send the drafted letter to Mr. and Mrs. Shaw in response to their erroneous statements in their letter to the editor. After discussion, Raymond Rundelli made a motion, seconded by Gordon Burgess, to amend the motion to state that the letter should include changes in the last paragraph suggested by the Board President. The motions passed

**Agenda:** Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve the revised agenda as presented. The motion passed.

**Fiscal Officer's Report:** Exhibit 10/11/B  
Approval of disbursements and gifts: Karen Delano made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's Report including disbursements and gifts for August and September as presented. The motion passed.

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

There were no additions to the Fiscal Officer's written report.

**Director's Report:** Exhibit 10/11/C Debbie reviewed her written report and in addition to it reported:

Connect Ohio popularity: To date we almost quadrupled the number of basic computer classes presented to the public through the Connect Ohio grant program in order to meet demand.

Tuition reimbursement requests: Raymond Rundelli made a motion, seconded by Kate Pitrone, to approve the Director's recommendation to reimburse the following employees per policy for courses toward their higher education degrees:

Carol Tuttle, Library Assistant III, Chardon Adult Services, \$693 upon successful completion of two library science master's courses: Information Technology and Foundations;  
Peggy Cox, Library Assistant III, Chardon Youth Services, \$348.75 upon successful completion of a library science master's course: Library Materials and Services for School-age Children;  
Robyn Lannon, Library Assistant III, Chardon Youth Services, \$1969 upon successful completion of three courses related to child development: Foundations of Education, Phonetic Approaches to Reading, and Child Development and Reading.

The motion passed.

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

Chautauqua: Century Village/Geauga County Historical Society will host Chautauqua in 2012 and Debbie offered the Library's support since we have hosted two Chautauquas in the past. Board member Kate Pitrone stepped up to serve as the Library's liaison for this event.

Geauga County Bar Association at Administrative Center: Debbie requested board input on whether to allow the Bar Association to book the non-public Administrative Center meeting space for the group's continuing education seminars. The board agreed that it was an acceptable request as they partner with the Library on the Free Speech Forums.

HTEX and VOIP: Debbie reported that consultant HTEX is securing quotations for a possible upgrade to Voice Over Internet Protocol for telephone service in the future.

**Assistant Director's Report:**

Exhibit 10/11/D

Personnel Actions:

Exhibit 10/11/E Gordon

Burgess made a motion, seconded by Jake Yanchar, to approve the Personnel Actions as presented. The motion passed.

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

Retirement Gifts: Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to approve the Assistant Director's recommendation to recognize retiring employees Donna Waldorf, Technical Services Manager, who retires October 31, 2011 with a gift of \$200 and Cheryl Clingerman, Head of Circulation Services at Middlefield Library, who retires November 30, 2011 with a gift of \$200. The motion passed.

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

Operating Policy revisions:

Exhibit 10/11/F Joshua

Hutchinson made a motion, seconded by Raymond Rundelli, to approve revisions to Operating Policy #510 – Hours of Service – Libraries to reflect the new hours at Newbury Library Station and Operating

Policy #710 – Registration and Use of Library Card to delete a sentence in the first paragraph about teacher cards which we no longer offer. The motion passed.

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

**Local Manager's Report:** Chardon Library Manager Judi Smith shared programming information with the Board. Connect Ohio classes are so popular they are adding 2 additional sessions yet this Fall in order to accommodate the waiting list. Registrations for the 9 story times scheduled weekly this Fall are at capacity. A new service began in response to patron requests --- a Babies and Two's class held at the same time as a preschool class to accommodate parents and caregivers who bring youngsters in all of these age ranges to the library for storytime classes. It is a hit and now the evening storytime parents are requesting the same service. Chardon had about 390 children sign up for the summer reading program. Chardon also offered a Title I reading practice program for school children again this past summer. Library staff host, oversee, solicit and schedule volunteers who work with the children invited through a letter sent home at the end of the school year. Twenty-nine children completed the program this past summer. This program is funded by the Chardon Rotary. Library staff have received requests to include children who fall outside of the Title I reading criteria but still need reading help. This request may be doable for 2012 as the list of volunteers was longer than the number of participants in summer 2011.

#### **Committee Reports:**

Bainbridge Committee: Debbie reported that a parcel of land west of the Library may become available for purchase in the next several years. The Committee has walked the property and Debbie has contacted the owner. More discussion with the owner is planned.

Planning Committee: Exhibit 10/11/G Debbie led a discussion about planning and goal-setting for 2012. Board members and managers shared in the discussion of the document Debbie distributed prior to the meeting. The document pulls together information gathered from a variety of places including community forums, staff roundtables, trend research and meetings with vendors. After the discussion, the Board agreed that this list along with additions that came up during this discussion would be put into an Excel chart and sent to board members and managers with the assignment of marking priorities to the items. All responses will then be compiled and distributed before the next board meeting where there will be a discussion resulting in setting the priorities for the coming year.

Board member Karen Delano stepped out of the meeting at this point and returned 5 minutes later during the Middlefield Committee report.

Middlefield Committee: Exhibit 10/11/IH Debbie presented a report resulting from recent meetings and recommendations by the experts the Board hired to review the building construction issues of concern – the trusses, the dry sprinkler system, the vapor barrier, and the roof. Gordon Burgess made a motion, seconded by Kate Pitrone, to delegate authority to the Middlefield Ad Hoc Committee to declare an emergency should the professional experts indicate at a meeting scheduled Friday October 21, 2011 that the trusses cause a dangerous safety issue so that repairs may be made as soon as possible. The motion passed.

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

Joshua Hutchinson made a motion, seconded by Karen Delano, to contract with Construction Resources for \$52,750 to prepare bid documents for a new Middlefield roof. The motion passed.

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

**Director's Goals for 2011:**  
additions to Debbie's written report.

Exhibit 10/11/I There were no

**Unfinished business:**

Burton Funding Agreement: Debbie reminded the Board that 2012 is the year that the funding agreement for state PLF funds with Burton Public Library is up for discussion. Raymond Rundelli agreed to represent GCPL during these discussions. He will send a letter to the Burton Library Board in late Fall to begin this process.

**New business:**

Items for discard:  
Rundelli made a motion, seconded by Kate Pitrone, to approve the disposal of items listed on the Discard List October 2011 as presented. The motion passed.

Exhibit 10/11/J Raymond

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

**Board Development:** None.

**Foundation report:**

Exhibit 10/11/K

In addition to the written report submitted, Debbie reported that she expects 200 people for the Distinguished Speaker event with author Tess Gerritsen since 54 people have confirmed to attend the reception and over 50 tickets for general admission have been sold to date. The Retired Teachers are currently visiting Kindergarten classes throughout our service area to introduce students to the Books and Bears program.

**Comments from the Public:** Beth Shaw asked for the total cost for Staff Day. Debbie replied that she would need to send a public records request to her for this information as has been done in the past. Beth Shaw also stated that "they stand by their letter [to the editor]."

**Adjournment:** Gordon Burgess made a motion to adjourn, seconded by Karen Delano. The motion passed and the meeting ended at 5:53 P. M.

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Paul A. Newman, President

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Karen Delano, Secretary