

Regular

Date: 6/21/11

Item # 3

May 24

2011

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, May 24, 2011 at Middlefield Library.

Call to order and roll call: President Newman called the meeting to order at 4:05 and the roll call was conducted.

Present: Gordon Burgess (4:45 p.m.), Karen Delano, Joshua Hutchinson, Andy Meinhold, Paul Newman, Raymond Rundelli, Mona Trybus, Deborah O'Connor – Director, Therese Feicht - Assistant Director and Cheryl Marks – Fiscal Officer.

Also Present: Donna Fried, Rachael Hartman, Judi Smith, and Jane Attina.

Minutes:

Exhibit 05/11A

The minutes of the April 19, 2011 regular meeting were approved as presented upon motion by Raymond Rundelli, seconded by Joshua Hutchinson. The motion passed.

Communications: Debbie shared a thank you note to the Board from retiree Deborah Linn.

Agenda: Karen Delano made a motion, seconded by Andy Meinhold, to approve the agenda with the following additions: 6. H. Connect Ohio grant, 6. I. Fiscal Officers' Semi-Annual Meeting. The motion passed.

Fiscal Officer's Report:

Exhibit 05/11B

Approval of disbursements and gifts: Raymond Rundelli made a motion, seconded by Andy Meinhold, to approve the Fiscal Officer's Report including disbursements and gifts as presented. The motion passed.

Ayes: Delano, Hutchinson, Meinhold, Newman, Rundelli, Trybus

Nays: None

Resolution Number 4 requesting second half 2011 tax advances in July: Exhibit 05/11C

Andy Meinhold made a motion, seconded by Mona Trybus, to approve a resolution requesting second half 2011 tax advances in July 2011. The motion passed.

Ayes: Delano, Hutchinson, Meinhold, Newman, Rundelli, Trybus

Nays: None

Dental insurance:

Exhibit 05/11D

Andy Meinhold made a motion, seconded by Karen Delano, to approve the renewal of the dental insurance policy with Principal Financial Group effective July 1, 2011 with total monthly premiums to increase 5.9% from the current premium rates. After a brief discussion, the motion passed.

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

Middlefield Library bond issue money: An invoice was sent to Cardinal Schools for \$1148.09 and we received the money which closes out the bond issue account for the Middlefield Library.

Abibow Recycling: Changes to the paper recycling program allowed us to cancel the cardboard recycling service from Universal Disposal resulting in a savings of \$20 per month. Abibow Recycling now accepts cardboard, hardback books with covers on, and telephone books.

2010 BWC Group, 100% and Achievement Award: GCPL received three awards from the Ohio Bureau of Worker's Compensation – the group award, 100% award and an achievement award for going an entire year without an employee injury or work related illness resulting in a day away from work. As a member of the Geauga Safety Council we expect to receive a 2% rebate from BWC on our 2010 premiums for attending meetings and submitting semi-annual reports.

Connect Ohio Grant: Reimbursement money is starting to arrive. As of early May we have received reimbursements for equipment and classroom instruction of \$25,323.

Fiscal Officers' Semi-Annual Meeting: Exhibit 05/11E
Cheryl shared information and materials from this meeting which included presentations from OLC's Lynda Murray and a representative from OPERS.

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

Director's Report: Exhibit 05/11F

In addition to her written report:

A Fine Romance exhibit and programs: The opening reception and program for this exhibit featuring the Kenston High School Varsity Jazz was enjoyed by a standing room audience of 71 attendees with audience members spilling out into the hallway and library.

Middlefield Library update: Another roof leak occurred the last week of April during heavy rains. The source has not been determined. Plans will move ahead to contract with Karpinsky Engineering to complete engineering and supervise the project related to replacement of the dry sprinkler lines at the Middlefield Library.

Koha issues: PTFS/LibLime has not returned a phone call as promised in a phone meeting Debbie and John Springer had with this vendor concerning major support issues. Plans will move forward to obtain pricing from other Koha support vendors.

Tuition reimbursement request: Raymond Rundelli made a motion, seconded by Mona Trybus, to approve the Director's recommendation that employee Peggy Cox, Library Assistant III in Youth Services, be reimbursed \$657.75 upon successful completion of two Library Science Master's degree courses – Library Services for Young Adults and Access to Information. The motion passed.

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

Assistant Director's Report:

Exhibit 05/11G

Personnel Actions:

Exhibit 05/11H

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

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

Retirement gifts: Andy Meinhold made a motion, seconded by Mona Trybus, to approve Therese's recommendation to recognize retiring employees in the following manner – Gaye Gavhane, \$100, Nancy Lee, \$200 and Steve Blossom, \$200. The first two employees will retire at the end of May and Mr. Blossom will retire at the end of June. The motion passed.

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

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

Trustee Gordon Burgess arrived at this point in the meeting.

Local Manager's Report: Branch Manager Rachael Hartman provided a tour of the outside of the Middlefield Library to get board input on how to proceed with fleshing out the plantings in the READ Garden; whether to add plantings around the sculpture at the main entry; requested trees on the east side of the property to complete the promised parking lot screening for residents and to address a glare problem for staff; and reminded the Board that she continues to get requests for buggy path access to the library. Inside the building, Rachael showed the Board the new locally made shelving in the children's and inspirational areas which better uses these areas of the building and provides more space for books. The East Geauga Friends of the Library have been generous in assisting with this project and with possible future enhancements to the building.

Committee Reports:

Facilities, Capital Planning: Debbie provided an update about the maintenance needs of the Bainbridge parking lot and sidewalks. The Board agreed with the Facilities Manager's recommendation to move forward with the concrete work and getting the quotes for heated sidewalks this summer. The board provided input and direction regarding Middlefield landscaping and roof issues.

While discussing the proposed sealing coating and line striping for each building this summer, the Board decided to make the lines wider at the Chardon Library even though it would mean fewer parking spaces as we routinely get complaints about the narrow spaces. Further, the Director will contact Chardon Local Schools about the possibility of shared use/lease of the property behind the Chardon Library parking lot for additional or overflow parking.

Executive Committee:

Advertising for board vacancies was done in each building and on the GCPL website and only 2 applications were received. It was agreed that a press release seeking applicants would be written and sent to local newspapers.

Director's Goals for 2011:

Exhibit 05/11I

Debbie provided a written and oral update to her 2011 goals.

Unfinished business: None

New Business:

Annual budget request for 2012:

Exhibit 05/11J

Joshua Hutchinson made a motion, seconded by Gordon Burgess, to adopt the 2012 budget request as presented. The 2012 budget request will be forwarded to the Geauga Auditor's Office and to our taxing authority, Geauga County Commissioners. The motion passed.

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

Nays: None

Discarded items:

Exhibit 05/11K

Andy Meinhold made a motion, seconded by Karen Delano, to approve the items for discard as presented on the Computer Services Discard List May 2011 and to declare as surplus a broken fax machine from Middlefield and book carts from Geauga West. The motion passed.

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

Nays: None

Htex contract (formerly Telisys): Debbie informed the board that she plans to sign a contract with Htex to survey our telecommunications equipment and possible vendors for upgrading to a Voice Over Internet Protocol (VOIP) telephone system and other telecommunications updates. The County Prosecutor reviewed the contract. The board agreed to proceed with this survey.

Board Development:

Exhibit 05/11L

Debbie provided a review of GCPL's Annual Fiscal Calendar.

Foundation report: Debbie reported that nominations will soon be sought for the Chapman Award. The annual Foundation Social was well attended and resulted in new members.

Comments from the Public: Donna Fried invited the Board to attend upcoming programs as part of A Fine Romance exhibit and events at the Bainbridge Library.

Adjournment: Andy Meinhold made a motion to adjourn, seconded by Karen Delano. The motion passed and the meeting ended at 5:22 P. M.

Paul A. Newman, President

Mona Trybus, Secretary