

Records Commission

November 15

2011

The Geauga County Public Library Records Commission met on Tuesday, November 15, 2011 at the Bainbridge Library.

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, Mike Pope, Connie Pekar and Jane Attina

Excused: Jake Yanchar

Chair Cheryl Marks called the meeting to order at 4:02. Cheryl then informed the Commission that with the passage of HB 153 there are changes to the forms and procedures for the disposal of local government records which went into effect September 29, 2011. GCPL will implement the new procedures after she updates the Schedule of Records Retention and Disposal (RC-2) and it is approved by the Historical Society and State Auditor's Office. There are no records for disposal at this time.

Paul Newman made a motion to adjourn, seconded by Joshua Hutchinson. The motion passed and the meeting adjourned at 4:05.

Cheryl L. Marks, Chairman

Deborah F. O'Connor, Vice Chairman

Regular

November 15

2011

The Geauga County Public Library Board of Trustees met in regular session on Tuesday, November 15, 2011 at Bainbridge 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, 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, Mike Pope, Connie Pekar and Jane Attina

Excused: Jake Yanchar

Minutes:

Exhibit 11/11/A

The minutes of the October 18, 2011 regular meeting were approved as presented upon motion by Raymond Rundelli, seconded by Gordon Burgess. The motion passed.

Communications: Debbie shared a thank you note from Donna Waldorf. She also shared emails from Mr. and Mrs. Shaw from October 19 and 21, 2011 following up on their letter to the editor that was published in the Plain Dealer in October. Debbie noted that in her response to these emails she requested a copy of their original letter that they sent to the paper. As of November 15, 2011 she has not received said letter. Paul reported that he sent the Board's letter to the Shaw's that was discussed at the October board meeting.

Agenda: Raymond Rundelli made a motion, seconded by Karen Delano, to approve the agenda as presented. The motion passed.

Fiscal Officer's Report:

Exhibit 11/11/B

Approval of disbursements and gifts: Joshua Hutchinson made a motion, seconded by Gordon Burgess, to approve the Fiscal Officer's Report including disbursements and gifts for October as presented. The motion passed.

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

Nays: None

Flex Spending Account for 2012: Raymond Rundelli made a motion, seconded by Gordon Burgess, to approve the Fiscal Officer's recommendation to renew our contract with Infinisource to administer our Health Flexible Spending Account for 2012 and to keep the current maximum elections as presented in the Fiscal Officer's written report. The motion passed.

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

C.O.B.R.A.: Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the Fiscal Officer's recommendation to renew our contract with Infinisource to administer our COBRA elections and all paperwork that is required to be sent to employees upon new enrollments, changes and terminations at the annual fee of no more than \$700. The motion passed.

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

Health Insurance for 2012: Exhibit 11/11/C
Joshua Hutchinson made a motion, seconded by Raymond Rundelli, to approve the Fiscal Officer's and the Personnel Committee's recommendation to renew our health insurance contract with Aetna Health Insurance for 2012. The motion passed.

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

Life Insurance for 2012: Karen Delano made a motion, seconded by Joshua Hutchinson, to approve the recommendation of the Fiscal Officer to renew our contract with the Harford Life Insurance Company at the same rates as 2011. The motion passed.

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

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

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

Newbury Saturday Hours and Storytime: Despite many attempts and various ways to advertise the change in Saturday hours and the morning story time, Jane Zimmerman has no participants for preschool story time at the Station Library and few, if any patrons using the library between 9:00 and 10:00 AM. The situation will be monitored and other options for scheduling story time will be considered.

Assistant Director's Report: Exhibit 11/11/E

Personnel Actions: Exhibit 11/11/F

Karen Delano made a motion, seconded by Raymond Rundelli, to approve the October Personnel Actions as presented. The motion passed.

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

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

Local Manager's Report: Bainbridge Library Manager Kris Carroll informed the Board that within her first six weeks on the job she has met with a wide variety of Bainbridge Library stakeholders from employees to support groups to the Chagrin Valley Chamber. She reported

that she met with public school coaches to address after school crowds in the Library that increase dramatically on game days. The coaches agreed to work cooperatively with library staff so that appropriate behavior is displayed and understood when students wait at the library for the school to be re-opened for the games. Adult programs continue to be heavily attended and very popular. Kris also noted that 80% of the Bainbridge supervisory staff is new this year so team-building is the priority for her and her staff.

Committee Reports:

Personnel Committee: Debbie reported that the evaluation process for administrators is on target and will be completed by the December board meeting.

Planning Committee: Exhibit 11/11/G
Debbie shared the results of our planning process sharing rankings and a proposed plan based on them. Board members suggested additions and clarifications that were added to the document. Kate Pitrone made a motion, seconded by Joshua Hutchinson, to approve the proposed plan and goals for 2012 as presented. The motion passed.

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

Director's Goals for 2011:

Exhibit 11/11/H

There were no additions to Debbie's written report.

Unfinished business: Karen Delano made a motion, seconded by Raymond Rundelli, to select a book to add to the collection in honor of Mona Trybus, the 2011 recipient of the Chapman Award. The motion passed.

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

New business:

Surplus property: Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to declare a broken Ariens snow blower as surplus property and to offer it for sale in the Staff weekly newsletter with a minimum bid of \$90, the trade in amount that was offered when the new snow blower was purchased. The motion passed.

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

Board Development:

Exhibit 11/11/I

Debbie shared information about the proposed OLC Omnibus Legislation focusing particularly on the proposal about library boundaries. She shared a map and our Certificate of Library Boundaries from the State Library that outlines GCPL's service area. The major issue is whether to suggest changing boundaries to be contiguous with the county's boundaries, not the school districts' boundaries.

Foundation report: Debbie reported that work is underway securing sponsors for the 2012 mini golf fundraiser. She also noted that the Chapman Award event was heavily attended and was a lovely celebration of Mona Trybus' contributions to our library system. The

Foundation is accepting suggestions for next year's Distinguished Speaker program. Author Tess Gerritsen enthralled a crowd of over 200 people in October. The Foundation will be electing 2012 officers shortly.

Comments from the Public: None.

Adjournment: Raymond Rundelli made a motion to adjourn, seconded by Joshua Hutchinson. The motion passed and the meeting ended at 5:02 P. M.

Paul A. Newman, President

Karen Delano, Secretary