

Regular

August 16

2011

The Geauga County Public Library Board of Trustees met in regular session on Tuesday August 16, 2011 at Newbury Library Station.

Call to order and roll call: President Newman called the meeting to order at 4:05 and the roll call was conducted. Karen Delano arrived at this point in the meeting.

Present: Gordon Burgess, Karen Delano (4:06), Joshua Hutchinson, Paul Newman, Raymond Rundelli, Jake Yanchar, Deborah O'Connor – Director, Therese Feicht - Assistant Director, and Cheryl Marks – Fiscal Officer.

Excused: Kate Pitrone

Also Present: Donna Fried, Rachael Hartman, Judi Smith, Linda Yanko, John Springer, Jane Zimmerman, and Jane Attina

Guests: Beth and Phil Shaw

Oath of office for new board secretary: President Paul Newman conducted the swearing in of new secretary Karen Delano.

Minutes: Exhibit 08/11/A
The minutes of the July 19, 2011 regular meeting were approved as presented upon motion by Gordon Burgess, seconded by Jake Yankar. The motion passed.

Communications: Debbie shared assorted thank you notes with the board from staff as well as a notebook highlighting A Fine Romance grant project at Bainbridge.

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

Fiscal Officer's Report: Exhibit 08/11/B
Approval of disbursements and gifts: Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to approve the Fiscal Officer's Report including disbursements and gift as presented. The motion passed.

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

De-certification of Public Library fund for 2011: Gordon Burgess made a motion, seconded by Raymond Rundelli, to adopt the amended PLF revenue as determined by the Budget Commission and the resulting change to the official certification of estimated resources for 2011 as presented.

August 1, 2011 the Budget Commission amended our PLF from \$2,652,638.00 to \$2,615,487.34. The total amended official certification of estimated resources for 2011 are as follows:

General Fund:	\$ 9,044,371.12
Special Revenue Funds:	\$ 27,969.00
Debt Service Fund:	\$ 187,686.00
Building & Repair Fund:	\$ 754,768.30
Total Resources:	\$10,014,794.42

The motion passed.

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

Notice of public hearing from Auditor of State: Cheryl notified the Board that the Auditor of State is proposing a change in fees for State audits. A hearing is scheduled in Columbus on Tuesday September 6, 2011 should the Board wish to go or send a representative.

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

Director's Report:

Exhibit 08/11/C

Budget hearing, August 18, 2011 at 9:30 A.M.: Paul Newman stated he may be available to attend with board member Karen Delano and administrative staff.

Light tube replacement study: Bainbridge and Chardon Libraries will have ballasts and bulbs replaced as a result of a First Energy study conducted in our buildings recently. First Energy will subsidize \$6,350 of the \$19,194.33 cost of this work in order to bring the lighting systems up to current standards.

Middlefield Library update: Facilities manager, Mike Pope and Debbie met with the Library's attorney Todd Petersen and his new associate today and learned that Fire Protection has hired an attorney and that their insurance for this type of situation tops out at \$25,000. They offered the library a long-term guarantee for any work that needs to be done on the fire suppression system at the Library. The Library will consider this offer in conjunction with all needed repairs. Also, Therese Feicht reported that the landscape work began yesterday at Middlefield with Envirosapes Landscape Design doing the work.

In addition to her written report the Director:

Patient library service at Geauga Hospital: Discussions have started between Judi Smith, Chardon Library Manager, and hospital representatives on this project. Two models are under exploration and Debbie asked for the Board's input: first, a "station" model with collection, check-out using library card and staffed; and second, a cart or shelves with library discards and donations with no check-out and library card needed. Board members indicated that the second model made sense for this project.

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

Assistant Director's Report:

Exhibit 08/11/D

Personnel Actions:

Exhibit 08/11/E

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

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

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

Local Manager's Report: Newbury Library Station Head Jane Zimmerman provided an update on happenings at the Station. A new school librarian started Monday, August 15, 2011 and she met with Jane, Linda Yanko and the department heads from Geauga West Library. Much needed weeding of the school portion of the collection started in earnest yesterday as well. New Station hours begin next week – Thursday morning hours will be moved to Saturday morning so the Station will be open 9:00 to 4:00 on Saturdays. Children's programming will be scheduled on Saturday mornings, too. In a concerted effort to promote the Library Station's children's programs, Jane visited each household in Scranton Woods near the Station. Sadly, only 1 older child attended the summer program. This Fall Jane will contact the local church and offer to do outreach for children through their day care program.

Committee Reports:

Policy Committee:

i. Revisions to Operation Policy #522, Use of vehicles:

Exhibit 08/11/F

The Policy Committee reviewed Operating Policy #522 – Use of Library Vehicles and recommended that the Board approve the revisions which provide for the IT Department staff to use a library vehicle for their technical support duties. Joshua Hutchinson made the motion, seconded by Karen Delano, and the motion passed.

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

ii. Delete Operating Policy #735, Teacher Loan: Teacher cards will be discontinued as Koha does not support the few benefits this card offered teachers. Therefore, this policy is no longer needed. Gordon Burgess made a motion, seconded by Jake Yankar, to delete this policy from the Operating Handbook. The motion passed.

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

Planning Committee: Debbie reported that the Planning Committee met and discussed various planning models. The Committee recommends that the Board use a model that has worked well for them in the past - bring all research, staff and community input together and then the board and key staff meet to discuss and rank proposed suggestions. The results are then shared with the Budget Committee and a plan is developed. The rest of the Board concurred to use this model again this year.

Director's Goals for 2011: Debbie orally reported on her progress.

Unfinished business: None

New business:

Approval of Koha support contract with ByWater Solutions: Exhibit 08/11/G

Gordon Burgess made a motion, seconded by Jake Yankar, to approve the contract with ByWater Solutions with one amendment – that ByWater is to maintain duplicate copies of all backups. The motion passed.

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

Nays: None

Chardon Library parking lot expansion: Exhibit 08/11/H

Debbie updated the Board on this project to provide staff parking and requested their approval in principle as the work is to begin August 17, 2011. A draft agreement was included in the board packet and a completed contract will be available shortly. The Board approved the project in principle.

Newbury Library Station contract: Exhibit 08/11/I

Raymond Rundelli made a motion, seconded by Karen Delano, to approve the revised contract with Newbury School District for the Library Station with the only change to the contract being the change in hours – no Thursday morning hours and morning and afternoon hours on Saturday. The motion passed.

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

Nays: None

Board Development: Exhibit 08/11/J

Debbie shared the history of the Newbury Library Station.

Foundation report: Debbie announced that Mona Trybus is the Chapman Award recipient this year and the ceremony is planned for November 11, 2011. The Distinguished Speaker event with author Tess Gerritsen was changed to Saturday, October 22, 2011 as Gerritsen had a scheduling conflict. A second fundraising suggestion was turned over to the Foundation Fundraising Committee for consideration – wine and cheese with a classic movie showing at Geauga Lyric Theater.

Comments from the Public: Beth Shaw asked when the June and July board minutes would be posted on the Library's website. Debbie replied that the posting of the June minutes was a library error and that they would be posted as soon as possible and the July minutes will be posted this week as the Board approved them at this meeting.

Adjournment: Raymond Rundelli made a motion to adjourn, seconded by Jake Yanchar. The motion passed and the meeting ended at 4:50 P. M.

Paul A. Newman, President

Karen Delano, Secretary