

Regular

Date: 01/16/2012

Item # 3

December 13

2011

The Geauga County Public Library Board of Trustees met in regular session on Tuesday December 13, 2011 at The Administrative Center.

**Call to order and roll call:** President Newman called the meeting to order at 4:02 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, Mike Pope, Connie Pekar, John Springer and Jane Attina

**Minutes:**

Exhibit 12/11/A

The minutes of the November 15, 2011 Geauga County Public Library Records Commission and of the November 15, 2011 regular board meeting were approved as presented upon motion by Karen Delano, seconded by Gordon Burgess. The motion passed.

**Communications:** Debbie noted that the Board received a note from Cheryl Clingerman thanking them for her retirement gift.

**Agenda:** Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to approve the agenda with the following additions: 6.G. Mileage Rate for 2012, 7.M. Video games, 7.N. Naprestek Will, and 7.O. Discussion of problem patron. The motion passed.

**Fiscal Officer's Report:**

Exhibit 12/11/B

Approval F.O. Report, disbursements and gifts: Gordon Burgess made a motion, seconded by Kate Pitrone, to approve the Fiscal Officer's Report including disbursements and gifts for November as presented. The motion passed.

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

Nays: None

C.O.B.R.A.: Cheryl reported that the annual fee from Infinisource is \$650 which fell within the limit the Board approved for this service last month.

Meeting Schedule for 2012:

Exhibit 12/11/C

Karen Delano made a motion, seconded by Joshua Hutchinson to approve the 2012 board

meeting schedule as presented. The motion passed.

Year-end transfer of funds from General Fund to Building Fund: Exhibit 12/11/D  
Raymond Rundelli made a motion, seconded by Joshua Hutchinson, to approve the transfer of \$1,159,500.00 from the General Fund to the Building and Repair Fund as presented. The motion passed.

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

Resolution #5 for 2011: Exhibit 12/11/E  
Gordon Burgess made a motion, seconded by Joshua Hutchinson, to approve the advancement of funds from the 2012 General Fund (101) to the 2012 Grant Fund (201) for Connect Ohio reimbursements. The motion passed.

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

Government Accounting Standards Board Statement No. 54 – Fund Balance Reporting and Governmental Fund Types: GASB, not the State Auditor, is mandating additional reporting on the year end State Report which will add to the workload of the Fiscal Officer at year's end.

Mileage Rate for 2012: Gordon Burgess made a motion, seconded by Kate Pitrone, to acknowledge the IRS rates for mileage reimbursement for 2012 which are the same rates that the Board approved July 1, 2011. 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 12/11/F  
Debbie reviewed her written report and in addition to it reported:

Tuition Reimbursement Requests: Raymond Rundelli made a motion, seconded by Jake Yanchar, to approve the Director's recommendation to reimburse Shawn Diamond, Library Aide I, GW, \$1168.25 for Art History II; Art History: Dada and Surrealism; Sculpture I, Printmaking I and Caitlin Cable, Library Assistant I, MI, \$641 for Intro to Human Communication; College Writing II; Algebra for Calculus; and Principles of Management, upon successful completion of these courses and as outlined in library policy. The motion passed.

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

Video games: Rotating circuits through our consortium NEO-RLS were restored in July 2011 and the contract runs through June 30, 2012. The lack of variety of formats and titles our patrons are requesting leads Debbie to recommend to the Board that this program not be renewed for 2012-2013, but that we begin purchasing our own titles and building our own collection for circulation beginning July 1, 2012. She requested the Board consider this recommendation under New Business – NEO membership 2012-2013.

Naprestek Estate: The Library received notification that it will receive a bequest from the estate of Alma Naprestek.

Discussion of Problem Patron: Debbie notified the Board that a Bainbridge patron who was banned from the Library in 2006 for biting and scratching patrons and employees returned to the library recently. Kris Carroll, Bainbridge Manager, learned that this patron bit one of our employees while in a township park this fall. The Board supported Debbie's recommendation to notify the parents of this patron and continue the ban because of safety and liability issues.

**Assistant Director's Report:**

Exhibit 12/11/G

Personnel Actions:

Exhibit 12/11/H

Gordon Burgess made a motion, seconded by Raymond Rundelli, to approve the November Personnel Actions as presented which includes 2012 Minimum Wage adjustments for Student Pages. The motion passed.

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

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

**Local Manager's Report:** Connie Pekar, Technical Services Manager, shared with the Board that she and Debbie met with the School Librarian at Newbury about outdated books from the school's collection and about setting up procedures for processing and adding to the GCPL catalog new books she will be ordering. A new audio format will be added to the GW collection, MP3 audio books which we are currently getting for free from Recorded Books as part of our order plan. More data is stored on a disc in MP3 format than traditional CDs. Connie is researching and setting up trials for consumer health databases since we currently do not have a health database in our mix of research databases. Playaway collections will be offered at Newbury and Thompson Library Stations beginning in January.

**Committee Reports:**

Personnel Committee: Deferred to the end of the meeting.

Executive Committee: The Executive Committee presented the following nominees for Library Board officers for 2012:

President                      Gordon Burgess

Vice President      Karen Delano  
Secretary            Joshua Hutchinson

Raymond Rundelli made a motion, seconded by Jake Yanchar, to accept the slate as presented. The motion passed.

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

**Director's Goals for 2011:**

Exhibit 12/11/I

There were no additions to Debbie's written report.

**Unfinished business:** None.

**New business:**

Items for discard: Karen Delano made a motion, seconded by Joshua Hutchinson, to approve the Director's recommendation to declare as surplus property: a) a Nikon N70 35mm camera body with instruction manual, Nikon 28-70mm lens, Nikon-200mm lens within instruction manual, Promaster 70-300mm lens for Nikon N70 with instruction manual, Close up kit for 52mm lens, and assorted filters, and b) a Canon Microprinter 50 reader printer. These items to be sold on the Geauga County auction website. The motion passed.

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

NEO-RLS Membership 2012-2013: Karen Delano made a motion, seconded by Joshua Hutchinson, to approve the Director's recommendation to renew our membership in NEO-RLS and enroll in the following programs:

Dues	\$5,250
Book discussion circuits	\$ 650
Content DM	\$ 750
Patron Registration	\$ 950
Meeting Room Reservation	\$ 750
Summer Reading	<u>\$ 450</u>
Total	\$8,800

We have credits for unused continuing education vouchers and IT support so this recommendation does not include these programs for 2012-2013. Participation in the video game circuit is not included as well as discussed in the Director's Report. The motion passed.

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

Foundation Board Appointment, term expiring December 2014: Paul Newman made a motion, seconded by Karen Delano, to appoint Raymond Rundelli as GCPL Library Board representative to the GCPL Foundation Board for the term which expires December 2014. The motion passed.

Authorize Bids for Middlefield Library Roof and Sprinkler System: Raymond Rundelli made a motion, seconded by Kate Pitrone, to authorize advertising for bids for the Middlefield Library roof project as soon as the last piece of information is secured from the engineers and subject to the approval of the county prosecutor. The motion passed.

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

Gordon Burgess made a motion, seconded by Joshua Hutchinson, to authorize advertising for bids for the Middlefield Library sprinkler system/fire suppression system project subject to the approval of the county prosecutor. The motion passed.

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

Adoption of temporary 2012 appropriations: Exhibit 12/11/J  
Karen Delano made a motion, seconded by Jake Yanchar, to approve the 2012 temporary appropriations as presented. The motion passed.

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

**Board Development:** None.

**Foundation report:** Exhibit 12/11/K  
There was no addition to the written Foundation Report dated December 13, 2011.

**Comments from the Public:** None.

Raymond Rundelli made a motion, seconded by Gordon Burgess, to enter into Executive Session in order to discuss personnel matters. The motion passed and the Board moved in Executive Session at 5:01 P.M.

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

Raymond Rundelli made a motion, seconded by Jake Yanchar, to move out of Executive Session and back to the regular board meeting. The motion passed and the Board resumed its regular board meeting at 5:45 P.M.

Personnel Committee:

Exhibit 12/11/L

Upon motion of the Personnel Committee, the Board approved 2012 compensation and merit payments for the Director, Assistant Director, and Fiscal Officer.

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

Nays: None

**Adjournment:** Jake Yanchar 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

---

Karen Delano, Secretary