

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: September 20, 2023

Page 1 of 3

The Board of Trustees Regular Meeting was held from 5:35 PM to 6:24 PM at Ashtabula Public Library

Vice President Hamper called the meeting to order at 5:35 PM with the following Trustees, staff and guests present:

Trustees: Avsec, Butler, Hamper, Kohler, Misener, Skleres
Director Neubauer, Fiscal Officer Williams
Absent and excused: Board President Westlake
Absent: None
Guests: Digital Library Branch Manager Michael Thornton

Public Comments / Announcements / Communications

1. None

Board Announcements

1. None

Consent Agenda

Skleres moved and Butler seconded motion to approve the Consent Agenda as presented, all Ayes. 2023-42.

Digital Branch & Lakeside HS Update

Digital Library Branch Manager Thornton provided the following update:

1. Digital Branch

- Geneva is now directly connected to OLPIN;
- The migration to Microsoft 365 is ongoing;
- Busy updating Browsers;
- Thornton is participating in the County Broadband Accelerator Committee (invited by JP Ducro);
- 6 new PC's have been deployed in the Ashtabula Children's area, and the PC's that were there have been deployed in the Geneva Adult area;
- The Youth Services Manager has a new laptop;
- The Zeuschel computer hard drive has been upgraded to an SSD;

2. Marketing

- Nearing the end of the Library Perks promotion;
- Gearing up for new Bookmobile and Geneva Addition campaigns;
- Developing a marketing "how to" document for succession purposes.

3. Technical Services

- 2 months left for 2023 selections and acquisitions;
- Investigating new vendor for Juvenile Non-fiction, transition from Baker & Taylor;
- Looking at updating/improving labeling.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

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Page 2 of 3

4. Lakeside High School Branch

- Starting to see competition between classes for scheduled time in the library;
- Looking for the Library to be a focus for the high school DEI initiative.

5. ACDL.info

- On week 7 of the 12-week implementation;
- Calendar launches 9/22/23;

Trustee Avsec asked if the cost is covered by the \$10,000 award ACDL received from ALA? Director Neubauer replied the total implementation cost of the new website is \$17,000 and yes the \$10,000 award is being used.

Old Business

1. Geneva Project Update

- Neubauer provided the following update
 1. Rick Ziska, Penny Neubauer, Tom Westlake, and Ed Williams met on 9/19 to review the schematic design;
 2. Ziska distributed renderings (attached);

Avsec asked if the renderings will be used for marketing? Neubauer replied yes, and that Painesville Publishing will prepare the presentation pieces

2. Dissolve Evaluation Committee

Butler moved and Skleres seconded motion to approve dissolve the Evaluation Committee, all Ayes.

2023-43.

New Business

1. Update Public Service Policy PS1.64 Credit Card Use

Misener moved and Skleres seconded motion to approve the updated policy as presented, all Ayes.

2023-44.

2. Geneva Library Sleepover

Avsec moved and Misener seconded motion to approve the October 12, 2023 Geneva Library Sleepover, all Ayes.

2023-45.

3. Close Libraries October 26, 2023 for Staff Training Day

Skleres moved and Butler seconded motion to close the libraries on October 26, 2023 for Staff Training Day, all Ayes.

2023-46.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: September 20, 2023

Page 3 of 3

4. Assign Authority to approve building estimates and documents as needed
Avsec moved and Skleres seconded motion to assign authority to Westlake, Neubauer and Williams to unanimously approve building estimates and documents subject to a maximum additional cost of \$50,000, all Ayes.
2023-47.

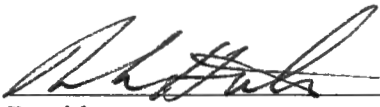
5. 2024 Proposed Board Meetings (attached)
Skleres moved and Kohler seconded motion to approve the 2024 board meeting schedule as presented, all Ayes.
2023-48.

Items Too Late for Agenda

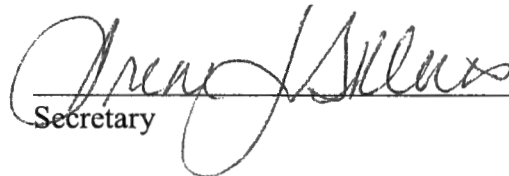
Vice President Hamper reminded the Board that the ACDL Foundation fundraiser "Books & Brews" is October 21, 2023 and that tickets need to be sold and volunteers are needed during the event.

Neubauer informed the Board that Strategic Planning will be a part of the October 26th Staff Training Day agenda as well as the purpose of the Special Board Meeting that same day. Neubauer also informed the Board Members that if they could not attend the October 26th Special meeting they could attend the November 1, 2023 Community Leaders Luncheon.

Hearing no further action, Hamper adjourned the meeting at 6:24 PM.



President



Secretary

Next Board Meeting:
Regular Meeting
Geneva Public Library
October 18, 2023
5:30 PM

Special Meeting (for Strategic Planning)
Ashtabula Public Library
October 26, 2023
5:30 PM