

## **May 17<sup>th</sup>, 2023 ACDL Board Meeting Minutes** (prepared: Irene Skleres)

The Board of Trustees Regular Meeting was held from 5:32pm-7:18 pm at the Ashtabula Public Library.

President Westlake called the meeting to order 5:32 pm with the following Trustees, staff and guests present:

**Trustees:** Avsec, Hamper, Kohler, Misener, Skleres, Westlake

**Absent:** Matt Butler, Ed Williams

**Director Neubauer;** Ryan Whelpley

**Guest:** Misty Eckart

### **Public Comments**

None

### **Open to the Public**

Meeting was called to order by Thomas Westlake 5:32 pm

### **Board Announcements**

Tom Westlake introduced the newest Board Trustee Antonia (Toni) Kohler.

Oath was given to Toni by Carmen Hamper

Thomas Westlake announced the newest board members and what committees they would be serving on.

Toni Kohler will be serving on Operations/Personnel

Josephine Misener will be serving on the Executive Finance/Audit committee.

### **Trustee Recognition**

Thomas Westlake read a proclamation in dedication Misty Eckart for her years of serving as an Ashtabula County District Board Trustee. Cake was served to celebrate.

### **Consent Agenda**

Thomas Westlake had a correction for the April 19<sup>th</sup> Trustee meeting, and a copy of his corrections submitted to everyone.

Susan Avsec asked Penny Neubauer for a quick clarification on the circulation stats collecting, and it was explained the report is a state requirement.

**Avsec moved and Hamper seconded motion to approve the Consent Agenda as corrected, all AYES.**

**2023-22.**

### **Ashtabula Library Branch Update**

**Ryan Whelply provided an Ashtabula Branch Update and discussed:**

- Rotary Tool Wall to come where patrons will be able to borrow tools.
- COVID screens are down and it is more welcoming and staff seem not to have any issues.
- Ryan discussed the wonderful relationship with The Friends of the Library and highlighted their success in raising money with book sales and other donations they supported.
- Ryan highlighted his staff and he is very proud of all of them. He has had a vacancy but his team members stepped up and actually it is really allowed a space for others to showcase their organizational skills and planning programs.
- Teresa and Hayley have covered for Melissa's absence in Youth Services and are doing a great job. Ryan discussed STEM program with kids has been going well.
- Youth Manger position is open and receiving applicants.
- Discussed the success of Winter Carnival

Upcoming Summer Events:

1. Summer Reading and the theme of Charlotte's Web. The theme will trickle through the summer programming.
2. Family Movie Nights (one being Charlotte's Web)
3. Dwight's IT programming event

### **Old Business**

#### **1. Geneva Update**

Penny Neubauer provided some updated plans.

- Discussion of the adjustments to size down the project as discussed in prior meetings as the Trustees want ensure good stewardship of public funds and producing a library for the needs of the community of Geneva.

**Avsec motion to approve Ziska Geneva Plan seconded Misener.**

### **Roll Call**

**Avsec Yes, Hamper Yes, Kohler Yes, Misener Yes, Skleres Yes, Westlake Yes.**

**Motion passed.**

**2023-23.**

**New Business:**

1. Appropriation Transfer

Hamper motioned Skleres seconded the appropriation transfer allows the cost of the new Makerspace Cart acquired through LSTA Grant to be paid out of the Development Fund.

**Roll Call**

**Avsec Yes, Hamper Yes, Kohler Yes, Misener Yes, Skleres Yes, Westlake Yes.**

**Motion passed.**

**2023-24.**

2. Credit Card for Michael Thornton

**Avsec moved and Kohler seconded motion to approve the Fiscal Officer to open a Credit Card Account with Andover Bank for Michael Thornton. all AYES motion passed. 2023-25.**

3. **Health Care rate increase was noted**

4. **Annual Incident report**

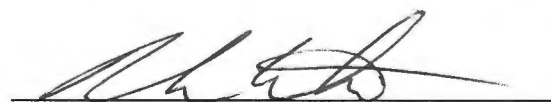
- Discussed the history of the incident report and that we would not be doing the report as it is not required.
- Better tracking will be done internally.

**Items too late for Agenda**

Carmen announced Ashtabula Foundation updates and they are planning a Book Fair for Adults at the end of October this fall.

**Motion to Adjourn**

**Hearing no further action, Westlake adjourned the meeting at 7:18 pm**



Thomas Westlake, President



Irene Skleres, Secretary

**Next Meeting  
Ashtabula Public Library  
Board Room  
5:30 PM  
June 21, 2023**