

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: July 19, 2023

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The Board of Trustees Regular Meeting was held from 5:30 PM to 6:30 PM at Geneva Public Library

President Westlake called the meeting to order at 5:30PM with the following Trustees, staff and guests present:

Trustees: Avsec, Butler, Kohler, Misener, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustees Hamper and Skleres

Absent: None

Guests: Geneva Branch Manager Lauren Webster, James McClure Jr.

Public Comments / Announcements / Communications

1. None

Consent Agenda

Misener moved and Butler seconded motion to approve the Consent Agenda as presented, all

Ayes.

2023-32.

Geneva Branch Update

Branch Manager Webster provided the following update:

- The Bookmobile has been making its standard stops and participating in numerous community events;
- In-house programming, including a weekly STEM engineering program, is being well attended;
- There is a steady group of teens utilizing the library and participating in programs;
- The eight (8) Community Gardens are all being utilized, with the Library using two (2) beds for programming;
- We have a young lady working in the Library this summer as a part of the YO! Program; and
- The items purchased with the LSTA Grant are extremely popular.

Old Business

1. Geneva Project Update

- Director Neubauer distributed a revised front elevation depicting blue vertical siding above the top of the windows on the addition. Matthew Butler pointed out the Arts Center has been experiencing water issues from their vertical siding.
- Construction cost estimate: Thomas Westlake informed the Board there is not a cost estimate from Ziska, and that Regency believes they can develop a reasonable cost estimate in 2-3 weeks based on Ziska's 50% completion of the Schematic Drawings.
- Financial Strategy: Fiscal Officer stated that the Board really needs a good cost estimate before a final strategy can be agreed upon, but that preliminarily it looks like a combination of long-term debt, the use of approximately 80% of the Library's CD investments, and fund raising. Westlake stated that based on a total \$4.5MM project cost, he sees \$500K from grants, \$500K

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from community fundraising, \$2.4MM from the investment portfolio, with the balance from Library operating and capital funds. Trustee Avsec stated big donors need to be secured before going to the community. Neubauer stated we have been notified the Library will receive \$150K + from the estate of a recently deceased individual, and that the proposal for a \$250K grant from the Ashtabula Foundation is due 7/31/23. Avsec stated we should contact Key Bank for a grant towards the Bookmobile.

- Construction Manager at Risk: Westlake read into the record the Minutes from the July 17, 2023 meeting of the Evaluation Committee. The Evaluation Committee recommends entering into negotiations with Regency Construction Services, Inc.

Butler moved and Kohler seconded motion to accept the minutes as presented, all voted Aye. 2023-33.

- Trustee Kohler asked what was the most important factor in selecting Regency. Neubauer replied she had a very positive recommendation of Regency from the Director of the University Heights Library and Butler stated Regency had the most Library experience. Neubauer also pointed out Ziska has experience with Regency, and that their two (2) offices are not far apart.

Butler moved and Avsec seconded motion to authorize the Director to enter into negotiations with Regency Construction Services, Inc., all voted Aye. 2023-34.

New Business

1. Supplemental Appropriation

Avsec moved and Misener seconded motion to approve the \$10,000 Supplemental Appropriation for account 4007-100-300-0000. Upon roll call, all voted Aye. 2023-35.

2. Appropriation Transfer

Avsec moved and Kohler seconded motion to transfer \$1,711 from Account 1000-100-930-0000 to account 1000-100-510-0042, all voted Aye. 2023-36.

Items Too Late for Agenda

None.

Hearing no further action, Westlake adjourned the meeting at 6:30 PM.



President



Secretary

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Next Board Meeting:

Regular Meeting

Ashtabula Public Library

August 16, 2023

5:30 PM