

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 17, 2024

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The Board of Trustees Special Meeting and Annual Retreat was held from 8:30 AM to 12:01 PM at Norman D Banquet Center, 2720 W. 19th St, Ashtabula, Ohio 44004

Board President Westlake called the meeting to order at 8:30 AM with the following Trustees, staff and guests present:

Trustees: Avsec, Butler, Hamper, Kohler, Misener, Skleres, Westlake
Director Neubauer, Fiscal Officer Williams

Absent and excused: None

Absent: None

Guests: Scott Wagner & Patty Lim, both representing Regency Construction Services, Inc.

Public Comments / Announcements / Communications

1. None

Board Announcements

1. President Westlake recommended the Personnel and Operations Committee meet to look at Trustee Handbook and By Laws changes

Consent Agenda

Skleres moved and Kohler seconded motion to approve the Consent Agenda as presented, all Ayes.

2024-09.

CMR Proposal (Regency Construction Services, Inc. ("RCSI"))

Scott Wagner and Patty Lim reviewed and explained the Guaranteed Maximum Price ("GMP") proposal For the Geneva Public Library Renovation and Addition. The proposal included:

1. Costs -	
Trade Contractor Cost of Work	\$ 3,444,353.93
• RCSI Fees & Contingencies	\$ 466,547.06
• Alternate #1 (Restroom Renovation)	\$ 121,251.94
• Alternate #2 (Demonstration Kitchen Cabinets & Countertops)	\$ 57,131.49
Total	\$ 4,089,284.41

2. Schedule -

- Construction Duration - 338 calendar days, commencing 4/2/2024

2024 Permanent Appropriations

1. Fiscal Officer explained the proposed 2024 Permanent anticipates a \$1,250,000 loan at some point in 2024 to help fund the Geneva Public Library Renovation and Addition .

Skleres moved and Hamper seconded motion to approve the 2024 Permanent Appropriations as presented. Upon roll call all Aye.

2024-10.

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Bond Counsel

**Butler moved and Avsec seconded motion directing the Fiscal Officer to contact Bond Counsel by 02/29/2024 to begin the process of securing a \$1,250,000 by 6/01/2024, all Ayes.
2024-11.**

Geneva Public Library Renovation and Addition

**Skleres moved and Kohler seconded motion to proceed with the Geneva Public Library Renovation and Addition, including Alternate #1 (Restroom Renovation) and Alternate #2 (Demonstration Kitchen Cabinets and Countertops). Upon roll call, all voted Aye.
2024-12.**

After the vote, Trustee Avsec expressed that the furnishing the Demonstration Kitchen and Makers Space are good opportunities for local fundraising.

CMR Proposal

**Avsec moved and Hamper seconded motion to contract with Regency Construction Services, Inc to perform Construction Manager at Risk duties for the Geneva Public Library Renovation and Addition at a GMP of \$4,089,298.41. Upon roll call, all voted Aye.
2024-13.**

Trustee Avsec left at 10:45 AM.

Tool Wall Policy

**Kohler moved and Skleres seconded motion to approve the Tool Wall policy as presented, all Ayes.
2024-14.**

Permission to Close

**Misener moved and Kohler seconded motion to authorize closing both building for up to one (1) hour on 04/08/2024 to allow staff to witness the total solar eclipse, all Ayes.
2024-15.**

Year in Review

- Director Neubauer stated the written 2023 Year in Review was a part of the Board Packet for this meeting.

Strategic Planning

- Neubauer provided a power point presentation of the survey results that began the Strategic Planning process.
- Westlake stated he viewed comprehensive planning as being a four (4) legged stool, with strategic planning as one of the legs. The other three (3) legs are a financial plan, a staffing plan and a succession plan.
- Westlake suggested the Building and Planning Committee meet to establish 3 - 4 goals by 12/31/2024, with implementation taking place in 2025.
- The initial meeting was set for 03/18/2024 @ 9:30 AM in the ACDL Administrative Office.

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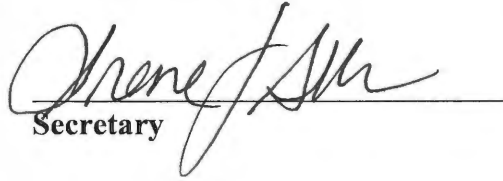
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Hearing no further action, Westlake adjourned the meeting at 12:01 PM.



President



Secretary

Next Board Meeting:

**Regular Meeting
Geneva Public Library
March 20, 2024
5:30 PM**