

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: March 20, 2024

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The Board of Trustees Regular Meeting was held from 5:33 PM to 7:31 PM at Geneva Public Library, 860 Sherman St., Geneva, Ohio 44041

Board President Westlake called the meeting to order at 5:33 PM with the following Trustees, staff and guests present:

Trustees: Butler, Hamper, Misener, Skleres, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustees Avsec (observed via ZOOM) and Kohler

Absent: None

Guests: Geneva Branch Manager Lauren Webster, Justice Binette (484 N. Broadway, Geneva OH), Lowell Beaudoin (160 Raymond Dr., Geneva OH).

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. 2024-16.

Old Business

1. Regency Proposal
 - Board President Westlake informed the Board the new cost for the GMP is \$62,224 higher due to (a) adding glass to the doors into the renovated children's space, (b) track lighting for the donor wall, and (c) a \$60,000 owner allowance that may or not be spent.

New Business

1. Public Services Policies Updates

Misener moved and Skleres seconded motion to approve Public Services Policies PS 1.62, PS 1.7, PS 2.31, and PS 3.1 as presented, all Ayes. 2024-17.

2. Personnel Policies Updates

Butler moved and Skleres seconded motion to approve Personnel Polices P 2.31, P 2.34, P 2.42, P 2.43, P 2.5, P 3.43, P 4.21, and P 4.34 as presented, all Ayes. 2024-18.

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Geneva Branch Update

Geneva Branch Manager Lauren Webster provided the following update

- Averaging 70-75 middle school students per day after school.
- Worked with Geneva Schools Assistant Superintendent Dave Riley to repeat some gifted and talented programming by hosting three (3) field trips of 3rd-5th graders with STEM activities provided.
- Hosted two (2) Family Fun STEM Nights for grades 3-5 and 6-8.
- Working with Ashtabula County Board of Developmental Disabilities to bring a pair of authors (Mother and Son) for a “Splat the Dinosaur” program.
- Working with Jeff Griffith and the Geneva Community Garden group to provide 2 raised-beds on wheels necessitated by the planned construction lay-down area.

New Business, continued

3. Roth 457(b) Option from Ohio Deferred Compensation

Misener moved and Hamper seconded motion to make available to employees a Roth 457(b) Option from Ohio Deferred Compensation as presented, all Ayes. 2024-19.

4. Front Line Workers & Starting Pay Increase

- Director Neubauer informed the Board of a \$1.25 per hour increase (effective 3/10/2024) for that front-line employees and the starting wage (now \$13.25 per hour).
- The increases are due to the competitive nature of the employment market, and will be reviewed again after receiving the results of the 2024 NEO-RLS Salary Survey.

5. Geneva Renovation and Expansion Groundbreaking

- Neubauer informed the Board that the groundbreaking ceremony will be at Noon on 04/29/2024.
- Geneva Friends of the Library will host a “Get Your Brick” event on 04/26 – 04/27/2024.

Items Too Late for Agenda

1. Trustee Hamper informed the Board that the Library Foundation will host the second annual “Books and Brews” on 10/26/2024.
2. Neubauer informed the Board that the Foundation will host a membership drive during National Library Week (04/07 – 04/13/2024).
3. Webster informed the Board STEM related programming will be provided at both buildings on 04/08/2024 before and after the eclipse, and that a supply of eclipse glasses will be available for distribution to library patrons.

Executive Session

Westlake stated Board action will be taken upon returning from executive session.

Misener moved and Butler seconded motion to enter into Executive Session to discuss employee appointment, employment and compensation at 6:17 PM. Upon roll call all voted Aye. 2024-20.

The Board Returned from Executive Session at 6:52 PM.

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At 6:52 PM, Westlake allowed for Public Comments by two persons who attended the meeting but did not speak at the beginning of the meeting when public comments were announced.

- Justice Binette, 484 N Broadway Geneva, Ohio, addressed the Board about his personal employment complaints.
- Lowell Beaudoin, 160 Raymond Drive, Geneva, Ohio praised Mark Sanzotta for helping him retrieve his documents on his thumb drive. He stated he would send a letter which he asked be placed in his file.

Tom Westlake announced a brief recess at 7:02 PM. The meeting resumed at 7:07 PM.

A discussion ensued regarding the performance of the Director of Library, Ms. Neubauer, her direct influence on the success of the library, and her increased workload and handling of the Geneva addition to date.

Hamper moved and Misener seconded motion to provide Director a library-wide COLA of 3.2% that increases her salary to \$49.58 hourly, total salary \$103,146.20 annually. The increase shall take place on 04/01/2024. Upon roll call, all voted Aye. 2024-21.

Misener moved and Butler seconded motion to implement a 2% salary increase as a performance bonus, for a salary of \$50.54 hourly, total salary \$105,123.20 annually. The increase shall take effect on 04/01/2024. Upon roll call, all voted Aye. 2024-22.

The Board then discussed how to best proceed with Mr. Binette's employee complaints. Neubauer stated that after Mr. Binette informed her that he did not have the resources to complete the Ashtabula County District Library Formal Complaint Form, the Director informed him that he could instead write an email with the information requested and send it to the Board President. Westlake stated that he received an email from Mr. Binette on March 19, 2024 that, while not completely answering every item, including a desired solution, he felt it met the most basic requirements. The nature of Mr. Binette's complaint was not discussed.

- It was decided that the Personnel Committee would meet on March 28, 2024 at 1:30 PM in the Director's office to collect information, review relevant policies and meet with our attorney. The full Board would hold a Special Board Meeting on April 1, 2024 at 5:30 PM in the Board Meeting Room at the Ashtabula County Public Library, **and immediately go into Executive Session to "Discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, or official, unless the employee, official, licensee requests a public hearing"** and meet with Mr. Binette to discuss his complaint, and hopefully find a suitable resolution. Neubauer will post appropriate notices.

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Hearing no further action, Westlake adjourned the meeting at 7:31 PM.



President

Secretary

Next Board Meetings:

Special Meeting
Ashtabula Public Library
April 1, 2024
5:30 PM

Regular Meeting
Ashtabula Public Library
April 17, 2024
5:30 PM