

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: July 17, 2024

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The Board of Trustees Regular Meeting was held from 5:37 PM to 6:50 PM at Geneva Public Library, 860 Sherman Street, Geneva, Ohio 44041

Board President Westlake called the meeting to order at 5:37 PM 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: Geneva Branch Manager Lauren Webster

Public Comments / Announcements / Communications

1. None

Board Announcements

1. None

Consent Agenda

President Westlake pointed out the Quarterly Technology Report included expenditures for the third and fourth quarters of 2024, which resulted in the report being pulled from the Consent Agenda.

Avsec moved and Butler seconded motion to approve the Consent Agenda as corrected, all Ayes. 2024-37.

Geneva Library Update

Branch Manager Webster provided the following update:

1. Every effort is being made to keep patrons unaffected by construction.
2. Todd Thomas (RCSI) is very good at communications and supporting library operations.
3. The Summer Reading program has had excellent attendance, with the new Pokémon, Little Scientist programs being favorites (especially the “5-Minute Ice Cream Program”).
4. The decision was made to remove the Bookmobile from service due to the cost of needed repairs. The new Bookmobile is scheduled for delivery in early-to-mid August, and the van is being used so that there is no disruption of service.
 - Trustee Misener asked how long it will take to transfer materials to the new Bookmobile and get it on the road? Webster replied 1 – 1.5 days, plus 1-day for tech.

Old Business

1. Geneva Update
 - Director Neubauer distributed the June construction update from RCSI.
 - Neubauer informed the Board bathroom tile and partition colors need to be decided ASAP.
 - Window frame colors have been made.
 - Board President Westlake, Neubauer and Williams approved the “building pad remediation plan proposed by ECS. The remediation will cost approximately \$80,000 and should not increase the Guaranteed Maximum Price (“GMP”) of the project because there are sufficient allowances in the GMP.

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- Neubauer informed the Board that the Geneva Library will close early at 2:00 PM one day during the next week to allow for plumbing work.

New Business

1. Property and Liability Insurance Renewal

Avsec moved and Skleres seconded motion to approve the Property and Liability Insurance renewal at a cost of \$20,348 effective 07/01/2024 as presented. Upon roll call, all voted Aye. 2024-38.

2. Supplemental Appropriations

Hamper moved and Kohler seconded motion to approve the Supplemental Appropriations as presented. Upon roll call, all voted Aye. 2024-39.

3. Retainage Bank Accounts

Skleres move and Butler seconded motion to approve separate retainage bank accounts for RCSI and Library Design Associates. Upon roll call, all voted Aye. 2024-40.

Items Too Late for Agenda

1. Neubauer informed the Board that the YMCA remains interested in building on the Library property. It was noted that the Library has communicated to the Y that the design for the connector between the Library and the new Y building was not acceptable.
2. Raymond Builders Supply has proposed donation of an outside bench. An individual representing -the "all-Geneva High Graduating Classes from 1960 and Earlier" has also proposed donating an exterior bench.
3. Neubauer informed the Board that the ACDL Foundation is working on ideas to raise money for the new Bookmobile. One idea, selling advertising on the exterior met with lukewarm support.
4. The staff event on 08/09/2024 is still on. Westlake asked how many staff members will attend. Neubauer replied there should be 35 staff members on the payroll by then, so plan for that number.
5. Westlake mentioned the Board needs to begin thinking about changes/updates to the Board By-laws and the strategic plan.
6. Westlake proposed moving the August Board Meeting to 08/09/2024 at 11:30 AM, with the only business being the Consent Agenda and Items Too Late for Agenda.

Misener moved and Kohler seconded motion to move the August Board Meeting to 08/09/2024 at 11:30 AM at the Ashtabula Public Library, all Ayes. 2024-41.

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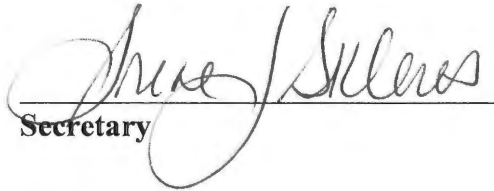
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Hearing no further action, Westlake adjourned the meeting at 6:50 PM.



President



Secretary

Next Board Meetings:

**Regular Meeting
Geneva Public Library
July 17, 2024
5:30 PM**