

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: November 20, 2024

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The Board of Trustees Regular Meeting was held from 5:30 PM to 7:30 PM at Ashtabula Public Library, 4335 Park Ave, Ashtabula, Ohio 44004.

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

Trustees: Avsec, Hamper, Kohler, Misener, Skleres (arrived at 5:42 PM), Westlake
Director Neubauer, Fiscal Officer Williams (left at 5:36 PM)

Absent and excused:

Absent: Butler

Guests: Branch Manager Mike Thornton, Administrative Assistant Karen Bertholf

Public Comments / Announcements / Communications

1. None.

Board Announcements

1. None.

Consent Agenda

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

2024-58.

New Business

1. Supplemental Appropriations

Misener moved and Avsec seconded motion to approve the Supplemental Appropriations as presented. Upon roll call, all voted Aye (5-0).

2024-59.

2. Supplemental Appropriations (Redemption of Principal and Interest)

Avsec moved and Kohler seconded motion to approve the Debt Service Supplemental Appropriations as presented. Upon roll call, all voted Aye (5-0).

2024-60.

3. 2025 Temporary Appropriations

Misener moved and Hamper seconded motion to approve 2025 Temporary Appropriations as presented. Upon roll call, all voted Aye (5-0).

2024-61.

Fiscal Officer Williams left at 5:36 PM.

4. 2025 Nominating Committee

President Westlake appointed a Nominating Committee of Irene Skleres, Antonia Kohler and Matthew Butler.

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Ashtabula Branch and Database Collection Updates

1. Branch Manager Thornton gave an overview of his first 3 months in his new position; that he's reacclimating himself to the flow of public service; working on digital resources and migration from Google Suit to MS Office 365 by end of year; replacing all wireless access points through E-rate in December. The upstairs Administration area will be completely rewired and end-of-life switches updated.
2. Branch Manager Thornton distributed a Database stats handout and reviewed:
 - a. Local Databases are what ACDL purchases vs State Databases, what State Library of Ohio offers.
 - b. There's been a growth in local use
 - c. Ancestry is used only in house and the usage has increased
 - d. Candid (Foundation Directory) is only offered by ACDL within the county
 - e. LinkedIn database was discontinued by the State Library but ACDL has purchased for use
 - f. The Library is discontinuing the Peterson's Test & Career Prep database and replacing with Learning Express
 - Trustee Avsec questioned how the marketing would look for this switch to schools/students/teachers? Skleres assured her that the database was very good and has used it herself.
 - g. Using the Weiss Financial database Mike is looking to offer a program in April 2025 during Financial Literacy month.

Old Business

1. Geneva Update
 - Director Neubauer provided the following update: bringing in joists next week; windows arrived; steel studs up; Hobbit door decorated; new knobs on drawers/cabinets; and putting everything back in children's room.
 - The Ashtabula Foundation was at Geneva for photo opt for their generous donation.
 - The Arthur Louis Steel Company (J.T. Kanicki, President) has generously donated \$10,000 worth of steel for the front door repair.
 - Construction Academy will be held on January 29, 2025, from 9am-12:30pm and hosted by Regency Construction Services, Inc. ACDL will provide a light breakfast and then lunch provided afterwards. Up to 30 students (3 classes of 10) will be able to participate. They will learn skills and then go into new area and practice. They will be provided a book. This is for middle school students (grades 6-7-8) only. There will be an application process beginning the first week of December. Kids don't have school this day. The kids will have to have a certain type of shoe to participate, no exceptions.
 - President Westlake mentioned that he would like to recommend a \$60,000 Change Order plus 10% contingency not to exceed \$66,000 for the Geneva construction.

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Avsec moved and Hamper seconded motion to approve a Change Order for the Geneva project at a cost not to exceed \$66,000. Upon roll call, all voted Aye (6-0).

2024-62.

- President Westlake asked for a motion to reroof the existing building at a cost of \$300,000, not to exceed \$330,000.

Skleres moved and Avsec seconded motion for a Change Order to reroof the original building at a cost not to exceed \$330,000. Upon roll call, all voted Aye.

2024-63.

2. Comprehensive Plan: President Westlake mentioned that this will be discussed at the February retreat as well as what staff might be needed to complete this plan.

Westlake asked each Trustee what the Library should look like through 2035?

- Kohler – Solar panels in parking lot; café/restaurant inside where people can come and learn skills (space for these skills), training room outside of a maker space; babysitting area where children can go while adults participate in library adult programming.
 - Hamper – more teens in building/more programs; a safe place to go; built in technology for smaller community organizations
 - Misener – more available meeting spaces; senior citizens programs; handicap accessible programs with focus on older population
 - Westlake – need of meeting spaces for groups of 15 or fewer
 - Skleres – amphitheater in back; how to assist the sandwich generation (middle age)
 - Overall - What are some Ashtabula needs? Teen room; more community rooms; maker space; family restrooms.
3. The Board set Saturday, February 22, 2025 at 8:30 AM as the February / Retreat Meeting date, location TBD.

Items Too Late for Agenda

1. Shawn Gruber from Ashtabula City Fire Department requested to use the Ashtabula Library on Sunday, March 23, 2025, from 9am-12:30pm for Fire and Police Exams. Director Neubauer asked the Board to waive the \$175 fee for this day.

Misener moved and Kohler seconded to allow use of building and waive the \$175 fee., all Ayes.

2024-64.

Executive Session

Avsec motioned and Misener seconded to go into Executive Session at 6:50pm to discuss employee appointment, employment and compensation. President Westlake noted no action will be taken after session. Upon roll call, all voted Aye (6).

2024-65.

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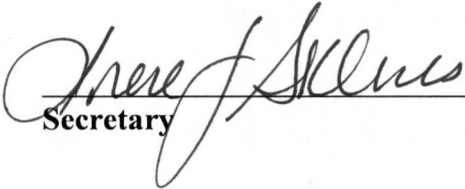
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The Board returned from Executive Session at 7:29 PM.

Hearing no further action, Westlake adjourned the meeting at 7:30 PM.



President



Secretary

Next Board Meetings:

**Regular Meeting
Ashtabula Public Library
December 18, 2024
5:30 PM**