

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 15, 2024

Page 1 of 3

The Board of Trustees Regular Meeting was held from 5:30 PM to 6:26 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, Butler, Hamper, Kohler, Misener, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustee Skleres

Absent: None

Guests: Ashtabula Branch Manager Ryan Whelpley

Trustee Carmen Hamper administered the Oath of Office to Josephine Misener

Public Comments / Announcements / Communications

1. None

Board Announcements

1. None

Consent Agenda

President Westlake pointed out that Lauren Webster is the Geneva Branch Manager, not the Ashtabula Branch Manager.

Avsec moved and Misener seconded motion to approve the Consent Agenda as corrected, all Ayes. 2024-27.

Special Board Meetings

Butler moved and Misener seconded motion to approve the minutes from the 4/1/2024 & 4/5/2024 Special Meetings as presented, all Ayes. 2024-28.

Ashtabula Branch Update

Ashtabula Branch Manager Ryan Whelpley provided the following update

- The 2024 Summer Reading Program (“SRP”) was put together with the help of students from the Youth Leadership program.
- 2024 SRP will use the number of titles read instead of the past practice of number of pages read.
- 2024 SRP will have lots of prizes, including food coupons.
- Whelpley complimented the ACDL Digital Library staff on how well they are presenting the SRP on the website.

Old Business

1. Geneva Update – Director Neubauer provided the following update:
 - Per Regency, work is to begin the week of May 20th.
 - Net Diverse is hesitant to accept SPI method of E-rate payments; Net Diverse, Regency & Education Plus (Lorrie Germann) will meet to work out a solution.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 15, 2024

Page 2 of 3

Old Business, continued

Westlake stated that the ACDL Board would need to approve a direct contract with Net Diverse if it doesn't go through Regency.

Trustee Avsec asked what happened to the Gazebo? Neubauer responded it was sold, dismantled and removed from the site.

New Business

1. Secretary Pro Tempore

Avsec moved and Hamper seconded motion to appoint Carmen Hamper Secretary Pro Tempore. Upon roll call, all voted Aye. 2024-29.

2. Construction Bond Recommendation

Fiscal Officer Williams recommended the Board approve a 10-year, \$1,250,000, annual 4.67% interest rate bond from Huntington Bank.

Avsec moved and Hamper seconded motion to approve the construction bond as presented. Upon roll call, all voted Aye. 2024-30.

3. Recommended meeting frequency change to ACDL Foundation MOU

Westlake stated the annual joint meeting with the ACDL Foundation will be held on 6/12/2024. During this meeting ACDL will propose change the joint-meeting frequency to once every 5-years.

4. Propose tabling the Board Self-Review until 2025.

Avsec moved and Butler seconded motion to table the Board Self-Review until 2025, all Ayes. 2024-31.

5. Personnel Policy Revisions

- Neubauer recommended the Board approve the following personnel policy revisions: P4.31, P4.35, P4.36, P4.39, P4.39.1, P4.545, P4.55, P5.2, P5.371, P5.38, P5.5, P5.51, P5.52, P5.8, P6.1, P7, P8.3, P8.
- Trustee Hamper recommended additional personnel policy be crafted to address confidentiality, drug & alcohol use (in light of the legalization of marijuana), and cell phone use while driving.
- Neubauer informed the Board that now a new employee reads the personnel policies while on-boarding, that a complete and up-to-date copy of personnel policies are available in each branch, and that the complete set of personnel policies are accessible on the ACDL website.
- Westlake congratulated Neubauer and staff on the great job they did on making the personnel policy revisions.

Kohler moved and Avsec seconded motion to the personnel policy revisions as presented, all Ayes. 2024-32.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 15, 2024

Page 3 of 3

Items Too Late for Agenda

1. Williams recommended the Board approve the following appropriation transfer:

From: 1000-110-9300-0000 Contingencies \$6,888.00

To: 1000-110-379-0000 Other Professional Services \$6,888.00

Butler moved and Hamper seconded motion to approve the appropriation transfer as presented.

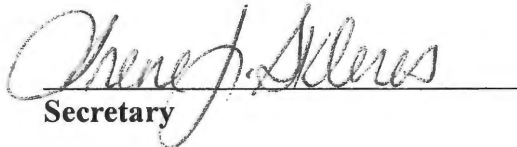
Upon roll call, all voted Aye.

2024-33.

Hearing no further action, Westlake adjourned the meeting at 6:26 PM.



President



Secretary

Next Board Meetings:

Regular Meeting & Joint Meeting with ACDL Foundation

Ashtabula Public Library

June 12, 2024

5:30 PM