

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 15, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 8:06 PM at Ashtabula Public Library, 4335 Park Ave., Ashtabula, Ohio.

Trustee Westlake called the meeting to order at 6:30 PM with the following Trustees, staff and guests present:

Trustees Avsec, McCain, Skleres, Westlake; Director Neubauer, Fiscal Officer Williams, Administrative Assistant Bertholf

Absent and excused: Trustees Butler, Eckart and Hamper

Absent: None

Guests: ACDL Marketing Coordinator Adam Hazy

## Public Comments

- None

## Consent Agenda

Trustee Avsec would like to see an update on e-rate added to the monthly agenda. This will be added under Old Business on future agendas. Williams reported that the draft of the 470 for e-rate is being worked on.

**McCain moved and Skleres seconded motion to approve the Consent Agenda, all Ayes. 2020-01.**

## Marketing Update:

Marketing Coordinator Hazy shared the following information

- Provided background information on himself.
- Working on an updated version of the website.
- In the process of updating the *Welcome* and *Books To Your Door* brochures.
- Working on a Fall newsletter that will be directly mailed to all our service area patrons in the county. In the meantime, this Spring the library will put out an annual report/year in review 8-page mailer to all our patrons in the county. The cost is approximately \$7,000 per mailing. Westlake was asked to review the current postal mail routes Adam has to help verify that the mailing routes are within our service area.
- Orange Boy (Savannah):
  1. Orange Boy is a CRM (Customer Relationship Management) tool to collect new cardholder usage information, such as email address and how frequently they use their card so that in the future the library can send direct emails of related offerings.
  2. Orange Boy will also allow over a 12 week span new cardholders to receive a total of 6 emails relating to different library offerings, such as information on digital library, program events page on website, research/databases/genealogy.
  3. This tool will also allow the library to gather information from new cardholders in order to send a customer satisfaction survey, a current card hold satisfaction survey, and potentially, a stakeholder survey.

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Westlake asked what programs are being shown on the video monitors within the libraries? He suggested possibly using some snippets of library news and experiences from the monthly board report.

### **Old Business:**

1. Geneva Building Repairs Update

- Neubauer informed the Board the Geneva roofing repairs are completed, and Puffer Roofing has been paid in full.

2. Library Foundation Update

- There will be a joint meeting between the ACDL Board of Trustees and ACDL Foundation on January 22<sup>nd</sup> to discuss the MOU and what the library will offer the Foundation.

**Avsec moved and McCain seconded motion to approve and execute the MOU as presented, all Ayes.**

**2020-02.**

3. Disposal of Surplus Materials and Equipment

- Neubauer provided update after reviewing the current policy.

### **New Business:**

1. Approval to Extend Hours on January 25, 2020

**Avsec moved and McCain seconded motion to extend hours on January 25, 2020 for the purpose of holding the 2020 ACDL Holiday Dinner, all Ayes.**

**2020-03.**

2. Final 2019 Revenue Status Report

**Skleres moved and McCain seconded motion to approve the final Revenue Status report of 2019 as presented, all Ayes.**

**2020-04.**

3. Final 2019 Appropriation Status Report

**Skleres moved and Avsec seconded motion to approve the final Appropriation Status report of 2019 as presented, all Ayes**

**2020-05.**

4. 2020 Supplemental Appropriations – Account 1000-100-324-0000

**Avsec moved and Skleres seconded motion to approve the supplemental appropriation in account 1000-100-324-0000 as presented. Upon roll call, all voted Aye.**

**2020-06.**

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5. 2020 Supplemental Appropriations – Account 4007-100-750-0000

**Avsec moved and McCain seconded motion to approve the supplemental appropriation in account 4007-100-750-0000 as presented. Upon roll call, all voted Aye.**

**2020-07.**

6. 2020 Supplemental Appropriations – Account 4007-760-300-0027

**Avsec moved and McCain seconded motion to approve the supplemental appropriation in account 4007-760-300-0027 as presented. Upon roll call, all voted Aye.**

**2020-08.**

**Items Too Late for Agenda:**

- Neubauer reported a request from Ashtabula Police Department Lieutenant Parkomaki and Chief Stell, who is in the Ashtabula building some evenings, and after Director speaking with Chief Stell, to provide permission to Security Technologies to grant access to the building in case of an emergency through the police key fobs.

**Skleres and Avsec seconded motion to allow Director Neubauer to develop and implement procedures and policy to allow Security Technologies to provide access to the Ashtabula Police Department fobs in a clear crisis situation within the Ashtabula library's secured areas, all Ayes.**

**2020-09.**

**Avsec moved and Skleres seconded motion to enter into Executive Session at 7:36 PM to discuss Director evaluation process, all Ayes.**

**2020-10.**

The Board returned from Executive Session at 8:04 PM.

**Skleres moved and McCain seconded motion to approve the evaluation form submitted by the operations/personnel committee, all Ayes.**

**2020-11.**

Hearing no further business, Westlake adjourned the meeting at 8:06 PM.

**Next Board Meetings:**

**Wednesday, January 22, 2020**

**Special Meeting**

**Joint meeting with the Board of the Ashtabula County District  
Library Foundation**

**6:30 PM**

**Ashtabula Public Library**

**Saturday, February 8, 2020**

**Special Board Meeting & Retreat**

**8:30 AM – 12:00 Noon**

**Geneva Lodge and Conference Center**

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President

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Secretary