

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 22, 2020

Page 1 of 2

The Ashtabula County District Library (“ACDL”) Board of Trustees Special Meeting was held from 6:33 PM to 7:47 PM at Ashtabula Public Library, 4335 Park Ave., Ashtabula, Ohio. The Special Meeting was a joint meeting with the Board of Trustees of the Ashtabula County District Library Foundation, Inc. (“ACDLF”).

Prior to the meeting, Michael Andersen of Anderson, Metzger & Company, PC presented the 2017 – 2018 ACDLF audit and report to the ACDLF Board.

ACDL Trustee Westlake called the meeting to order at 6:33 PM with the following present:

ACDL Trustees Butler, Hamper, McCain, Skleres, Westlake, ACDL Director Neubauer, Accl Fiscal Officer Williams.

ACDL Trustees Absent and Excused: Avsec and Eckart.

ACDLF Trustees Martha Gillespie, Ron Smith, Stacy Stevenson, Earl Tucker, Anthony Vespoli; ACDLF Treasurer Carolyn Sheldon

Guests: None

Public Comments

- None

Introductions

Each attendee introduced themselves and explained their role with ACDL and/or ACDLF.

Purpose of the Meeting

Thomas Westlake announced there are four (4) main purposes for the meeting:

1. Sign the Memorandum of Understanding, which defines ACDL and ACDLF roles;
2. Discuss a fundraising goal for ACDLF;
3. Future Operational Enhancements; and
4. General Discussion.

Memorandum of Understanding

The memorandum of understanding was signed by ACDL Trustee President Matthew Butler and ACDLF Trustee President Vespoli.

Fundraising Goal

Westlake explained ACDL is Planning a 14,000 square foot, \$3,600,000 addition to the Geneva Library. State funding at 50% of the cost has been requested, with the balance to be paid from a combination of ACDL funds, ACDLF fundraising, and debt. After discussion, a goal of \$750,000 fundraising from ACDLF was agreed upon. The ACDL will wait until a decision from the State is received before proceeding with the project.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 22, 2020

Page 2 of 2

Future Operational Enhancements

Neubauer announced ACDLF will have the **use** of an office (with desk, computer, telephone and lockable filing cabinet) in the lower level of the Ashtabula Library with access to a copier and fax) will be provided ACDLF. All property and equipment remains the property of ACDL.

General Discussion

A general discussion regarding general (not project related) fundraising on an annual basis and various tactics ACDLF could deploy to achieve the annual goals. During the discussion, an annual fundraising goal of \$30,000 - \$35,000 was agreed upon.

Hearing no further business, Westlake adjourned the meeting at 7:47 PM.

**Next Board Meeting:
Saturday February 8, 2020
Special Board Meeting & Retreat
8:30 AM – 12:00 Noon
Geneva Lodge and Conference Center**

President

Secretary