

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: June 17, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 7:21 PM electronically via a ZOOM virtual meeting hosted by SEO and moderated by Penny Neubauer.

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

Trustees Avsec, Butler, Eckart, Hamper, McCain, Skleres, and Westlake; Director Neubauer, Fiscal Officer Williams.

Absent and excused: None

Absent: None

Guests: Karen Bertholf, Lyn Glover, James McClure, Codi Pilkington, Helena Richardson, Mark Sanzotta, Michael Thornton

Public Comments

1. None

Consent Agenda

- Trustee Eckart pointed out that page 29, line 2 needed to be revised to reflect the correct PLF projection.
- Trustee Avsec pointed out the agenda listed “March” meeting minutes when it should have been “May” meeting minutes.
- Avsec asked about the \$27,444.15 expenditure for Dell Marketing LP (page 17). Fiscal Officer Williams replied to was for the equipment needed to switch from Useful.
- Avsec also asked about the salary expense for May (page 23). Williams replied there were three (3) pays in May.

Skleres moved and Westlake seconded motion to approve the Consent Agenda as corrected, all Ayes.

2020-33.

Old Business

1. E-Rate Update
 - Williams had no update to report. Trustee Butler asked if the Library has received E-Rate finding in the past. Director Neubauer replied yes, during her first year with ACDL.
2. Board of Trustees By-laws Update
 - Avsec reported a draft has been completed and that the committee hopes to have the revised by-laws ready for consideration during the July meeting.
3. HVAC Coronavirus Air Filtration recommendation
 - Trustee Westlake recommended further study, and anticipates a recommendation sometime in the Fall of 2020.
4. Library Response to COVID-19
 - Neubauer pointed out the updated 2020 Pandemic Plan which included a log of decisions made beginning March 12, 2020 through June 15, 2020 and the Library’s Safe at Work Playbook were included with the agenda.
 - Avsec asked how are people responding to the limited use of computers. Mike Thornton replied that there has been a steady number of users, and that a lot of people need the access.

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- Avsec also asked if an employee records a high temperature, when and how do they return to work. Neubauer replied we would ask the employees what their symptoms were and how long has it been since those symptoms were no longer present.

New Business

1. Medical, Dental and Vision Premiums for July 1, 2020 – June 30, 2020.

Eckart moved and Avsec seconded motion to approve the premiums as presented. Upon roll call, all voted Aye.

2020-34.

2. Computer and Internet Policy

Westlake moved and Skleres seconded motion to approve the Computer and Internet Policy as presented, all Ayes.

2020-35.

Items Too Late for Agenda

1. Neubauer informed the Board that the Ashtabula Police Department used the Library as a staging area on June 6, 2020 from 3:30 PM – 7:30 PM.
2. Neubauer informed the Board that the Ashtabula Public Library re-opened to the public for limited services on June 15, 2020. The number of patrons entering the library met expectations, audio and video products were very popular, and 45 patrons used the public access computers.
3. Neubauer informed the Board the Geneva Public Library re-opened for to the public for limited services on June 16, 2020. The re-opening was a big success, with regular and elderly patrons appreciating the 9:00 AM opening time. Few COVID-19 problems were encountered, and 111 items were checked out.
4. Neubauer stated she believes it will be a slow ramp-up of patrons entering the buildings.
5. Westlake asked if it were possible to use the Libraries as a vaccination site, once a vaccine is available.
6. Eckart stated she appreciated the number of staff members “attending” the meeting; Skleres agreed.
7. Westlake suggested that once in-person Board meeting resume, perhaps the meetings could also be “ZOOMED” to enhance participation.

Hearing no further business, Butler adjourned the meeting at 7:21 PM.

Next Board Meeting:

Wednesday, July 15, 2020

Regular Meeting

6:30 PM

TBD: Geneva Public Library or Virtual Meeting via Zoom

President

Secretary