

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 20, 2021

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The Board of Trustees Regular Meeting was held from 6:32 PM to 7:56 PM electronically via a ZOOM virtual meeting hosted by ACDL.

President Butler called the meeting to order at 6:32 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:

Absent: None

Guests: Karen Bertholf, Helena Richardson, Anthony Vespoli (ACDL Foundation President)

## **Public Comments**

1. None

## **Consent Agenda**

Trustee Eckart asked about the Development Fund total expenditures in 2020. Fiscal Officer Williams responded the technology expenditures were listed on Quarterly Technology Report (page 30), and additional significant expenditures included Geneva Public Library roofing project. Director Neubauer added the expenditures included 45 patron facing computers purchased in 2020.

A question was asked why December Salaries & Benefits, and Utilities were so high compared to prior months? Williams replied December was a 3 pay month, vacation accrual catch-up payments were made, and January 2021 health care premiums were paid in 2020. In response to the Utility question, Williams replied additional utility payments were made in December because of the Libraries favorable cash position.

Trustee Avsec asked what was the Conklin Desk? Neubauer replied Mrs. Conklin was the original donor that matched Andrew Carnegie's donation to build the Ashtabula Public Library, and that it seemed fitting to rename the reference desk the "Conklin Desk".

Trustee Butler asked if electronic resources in Geneva were separated from Ashtabula's? Neubauer replied only eBooks.

**Westlake moved and Eckart seconded motion to approve the Consent Agenda, all Ayes. 2021-01.**

## **ACDL Foundation Update**

ACDL Foundation President Vespoli reviewed the Foundation's roster of board members, the 2020 Income Statement, and the establishment of the ACDL Foundation DonorBox online donation system. Vespoli pointed out the Foundation needs to add two (2) board members to be at full strength, and that a new President and Treasurer are needed for 2021.

## **Old Business**

1. Library Response to COVID-19
  - Director Neubauer provided the following updates:

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- a. Beginning 01/18/21, both libraries were fully opened to patron use, Monday and Wednesday closing hours are extended to 7:30 PM, and Geneva Library began taking reservations for programs.
- b. The “Return to Work Playbook” has been updated and staff meetings in both Ashtabula and Geneva were conducted to discuss the updates.
- c. A couple of staff members expressed concerns that the opening wasn’t safe. Neubauer offered unpaid leave of absence for up to 3 months for any staff member that felt unsafe, and the staff members that raised the question declined.

**Skleres moved and Eckart seconded motion to authorize the Director to offer up to 3months unpaid leave of absence, and that this authorization would remain in effect until July 20, 2021, all voted Ayes.**

**2021-02.**

- d. Trustee Hamper commented she was in the Ashtabula Library on 01/18/21 and that it looked great, and she felt comfortable.
- e. Butler commented that during a collaboration with a colleague in another county the subject of libraries came up and his colleague said their library remained closed.

### New Business

#### 1. Permanent Appropriations

#### **Resolution No. 2021-03**

#### **2021 PERMANENT APPROPRIATIONS**

Eckart moved and Skleres seconded motion to approve 2021 Permanent Appropriations as follows:

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
General Fund (Fund 1000):		
Revenues	1000-121-0000 - 1000-999-0000	\$ 2,822,344
Salaries	1000-100-110-0000 - 1000-100-110-0004	\$ 1,091,128
Benefits	1000-100-211-0000 - 1000-100-292-0000	\$ 402,792
Services	1000-100-311-0016 - 1000-100-390-0028	\$ 399,814
Materials	1000-100-411-0028 - 1000-100-416-0000	\$ 274,345
Supplies	1000-100-451-0006 - 1000-100-459-0014	\$ 55,044
Other	1000-100-519-0000 - 1000-100-590-0000	\$ 9,875
Capital Outlay	1000-100-720-0000 - 1000-100-790-0000	\$ 0
Other Financing Uses	1000-900-910-0000 - 1000-990-990-0000	<u>\$ 611,274</u>
Total Expenditures		\$ 2,844,272

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<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Coronavirus Relief Fund (2801):		
Revenues	2801-212-0000 - 2801-701-0000	\$ 1
Supplies	2801-100-451-0006 - 2801-100-452-0012	\$ 318
Capital Expenditures	2801-460-300-0027 - 2801-760-790-0000	\$ 20,000

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Debt Service (Fund 3001):		
Revenues	3001-240-0000 - 3001-970-0000	\$ 352,704
Expenditures	3001-800-810-0000 - 3001-910-910-0000	\$ 352,706

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Asset Preservation (4006):		
Income	4006-701-0000	\$ 1
Expenditures	4006-100-750-0041	\$ 28,954

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Development Fund (4007):		
Revenues	4007-613-0000 - 4007-931-0000	\$ 222,295
Expenditures	4007-100-300-0026 - 4007-990-990-0000	\$ 136,000

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Permanent – Lyons Bequest (4501):		
Revenues	4501-701-0000 - 4501-931-0000	\$ 1
Expenditures	4501-100-411-0029 - 4501910-910-0029	\$ 11,008

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Private-Purpose Trust Griffith 1 (9751)		
Revenues	9751-611-0000 - 9751-931-0000	\$ 1
Expenditures	9751-789-411-0030 - 9751-910-910-0030	\$ 424

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Private-Purpose Trust Griffith 2 (9752)		
Revenues	9752-411-0000 - 9752-931-0000	\$ 1
Expenditures	9752-789-411-0030 - 9752-910-910-0030	\$ 5,252

Upon roll call on the passage of the resolution, the vote was as follows:

Avsec – Yes	Butler – Yes
Eckart - Yes	Hamper - Yes
McCain - Yes	Skleres - Yes
Westlake – Yes	

**The motion passed 7-0.**

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**2021-03.**

## **Items Too Late for Agenda**

1. Neubauer informed the Board the 2021 Fiscal Officer and Deputy Fiscal Officer Oaths of Office have been administered.
2. Neubauer informed the Board she is re-writing the Ethics and Conflict of Interest policy and will present it to the Operations/Personnel Committee prior to the February Retreat,
3. Neubauer informed the Board that the lighting in the Geneva Library needed to be updated and requested authority to spend up to \$20,000. Trustee Westlake informed the Board he and Hamper supported the request.

**Avsec moved and Skleres seconded motion to authorize the Director to spend up to \$20,000 as requested. Upon roll call, all voted Aye.**

**2021-04.**

4. Neubauer requested permission to approve after-hours use of the Ashtabula Library at the end of February.

**Skleres moved and Avsec seconded motion to approve the request, all voted Aye.**

**2021-05.**

5. Neubauer informed the Board the OLC Legislative Committee met with State Representative Sarah Fowler Arthur, and Representative Fowler Arthur said that constituents were questioning why library patrons are required to wear face masks.
6. Neubauer informed the Board that the County Commissioners are collecting data for "All In Ashtabula".
7. Butler informed the Board that ADDA President Mickey Dowd inquired about using the former high school property. Neubauer replied this type of use has been discussed in the past. Westlake commented prior discussions included partnering with another organization. Westlake also commented that in the future the Library my want to convert the Carnegie Building into a history/archives museum, which would necessitate an expansion to the west. Butler inquired whether Ms. Dowd should contact the Director, or the Board, and Neubauer recommended the Board. Westlake commented other possible uses discussed included functions like farmer's market, etc. Avsec added that a walking trail has also been discussed in the past. Westlake offered to provide copies of prior "rough" plans.

**Avsec moved and Skleres seconded motion to enter into Executive Session at 7:43 PM to discuss employee contracts and compensation (7.51). Upon roll call, all voted Aye.**

**2021-06.**

The Board returned from Executive Session at 7:55 PM.

Hearing no further business, Butler adjourned the meeting at 7:56 PM.

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**Next Board Meeting:**            **Saturday, February 13, 2021**  
   **Retreat and Meeting**  
   **9:00 AM**  
   **TBD: Ashtabula Public Library or Virtual Meeting via Zoom**

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President

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Secretary