

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: November 17, 2021

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The Board of Trustees Regular Meeting was held from 6:30 PM to 8:29 PM at the Ashtabula Public Library.

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

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

Absent and excused: Trustee Eckart

Absent: None

Guests: Digital Branch Manager Mike Thornton

Public Comments / Announcements / Communications

1. None

Consent Agenda

Westlake moved and Skleres seconded motion to approve the Consent Agenda, all Ayes. 2021-49.

Old Business

1. YMCA Update
 - Director Neubauer pointed out a copy of the 11/9/2021 letter to YMCA CEO Trevor Sprauge is in the board packet. ACDL Board President Butler asked Neubauer if there was anything else the library needed to do at this time? Neubauer replied no, the next steps are for the YMCA to do a market study regarding funding, and then begin the conceptual drawing process.

Digital Branch Update & Consumer Reports Database

Digital Branch Manager Mike Thornton provided the following update:

1. Digital Branch Update
 - Guiding Ohio Online is progressing well, Amanda Weist is working with Geneva Senior Center, APMC, Ashtabula Senior Center, and others.
 - “Tech Tuesday” is now “Tech Tuesday, Thursday and (one) Saturday per month”.
 - New marketing and style guides have been created, with a focus on branding.
 - Existing library brochures are being refreshed consistent with the style guide.
 - ACDL has received our Google Ads Award = \$10,000 per month in Google Ads.
2. Consumer Reports Database
 - Thornton provided a brief overview of the Consumer Reports database. This database is accessible from patrons’ home by keying in the patron’s library card number.

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New Business

1. 2022 Temporary Appropriations

- Williams reviewed the proposed 2022 Temporary Appropriations.
- Trustee Skleres informed the Board the Finance Committee supports the proposed Temporary Appropriations.

Avsec moved and Hamper seconded motion to approve the 2022 Temporary Appropriations as presented. Upon roll call, all voted Aye.

2021-50.

2. Personnel Policy P3.8 Pay Plan

Skleres moved and Westlake seconded motion to approve Policy P3.8 as corrected (with rounding), all Ayes.

2021-51.

3. Personnel Policy P4.34 Holidays

Skleres moved and McCain seconded motion to approve Policy P4.34 as presented, all Ayes.

2021-52.

4. Proposed 2022 Library Holidays

Westlake moved and Hamper seconded motion to approve the 2022 Library Holidays as presented, all Ayes.

2021-53.

5. Proposed 2022 Board of Trustees Meetings

- Neubauer recommended the Board Retreat be held on 2/12/2022 at a location TBD, and that the March meeting be held 3/9/2022.

Skleres moved and McCain seconded motion to approve the 2022 meeting schedule as presented, including the recommendations for the February and March meetings, all Ayes.

2021-54.

6. Appoint Nominating Committee

- President Butler appointed Trustees Hamper and Skleres to the 2022 Nominating Committee.

Items Too Late of Agenda

1. Neubauer distributed a sympathy card for Hal Cooper for the loss of Mrs. Cooper.
2. Butler read a thank you card from Mike and Donnie Thornton for allowing them to use the library for their wedding. Butler noted a \$100.00 donation was included.
3. Trustee Skleres said she was planning a kick-off meeting of the Levy Fundraising Committee for January at a location TBD (probably Kent State Ashtabula). Care will be taken to make certain a quorum of the Board will not be present.
4. Trustee Hamper informed the Board a list of potential donors needs to be developed, and then contacts assigned.

