

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: December 15, 2021

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The Board of Trustees Regular Meeting was held from 6:36 PM to 7:39 PM at the Ashtabula Public Library.

President Butler called the meeting to order at 6:36 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: Ashtabula Branch Manager Ryan Whelpley, Digital Branch Manager Mike Thornton, Carrie Wimer

Public Comments / Announcements / Communications

1. None

Consent Agenda

- Trustee Avsec asked about the grant from Conneaut Schools Youth Philanthropy. Director Neubauer replied all the county high schools have a youth philanthropy program sponsored by the Ashtabula Foundation, and that grant requests can be made annually.

Westlake moved and McCain seconded motion to approve the Consent Agenda, all Ayes. 2021-56.

Ashtabula Building Update

Ashtabula Branch Manager Ryan Whelpley provided the following update:

1. After three (3) months in the position, and after starting with an open mind, he has concluded there is a great staff in the building that works hard to serve patrons.
 2. Waiting for the French drain repairs to take place. The contractor, RotoRooter, is waiting for parts.
 3. A couple of large pieces of aluminum fascia were torn off during the late-November windstorm, and we are having difficulty finding a contractor to do the repairs in a timely manner.
 4. He has been delighted by the number of repeat patrons, especially those that came in frequently during his time in Ashtabula as the Front Desk Manager.
 5. The Front Desk Manager (Sybil Cochran) and Adult Programming Coordinator (Dwight Meyer) have both hit the ground running.
- Trustee Westlake recommended RotoRooter be reminded of the need to return in the Spring to fill in for settling and seed. Director Neubauer assured the Board she would do so.

Ohio Memory / Ashtabula Memory Project Update

Carrie Wimer informed the Board five (5) pages have been completed to date. Ms. Wimer brought along samples of the types of materials that are being captured by the project.

- Neubauer asked Wimer to give the Board a sense of what Carol Holloman has done and will do. Wimer responded that Ms. Holloman is doing the bulk of the data entry, because she can do this remotely.

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- Trustee Westlake asked how long it will take to digitize the entire collection? Neubauer and Wimer replied 7 – 10 years.

Old Business

1. COVID Response
 - Neubauer informed the Board that the Geneva Library is requiring everyone to wear a mask when there are 20 or more people in the building.
 - Both buildings are strongly encouraging patrons and staff to wear masks in all open or congregate areas.

New Business

1. Holloman Contract Extension

Hamper moved and Skleres seconded motion to approve the Carol Holloman Contract Extension as presented. Upon roll call, all voted Aye.

2021-57.

2. Election of 2022 Board Officers
 - The Nominating Committee (Hamper and Skleres) nominated the following for 2022 Officers:
Thomas Westlake – President
Carmen Hamper – Vice President
Irene Skleres – Secretary
 - There were no other nominations

Hamper moved and McCain seconded motion to approve the Nominating Committee's slate of officers for 2022, all Ayes.

2021-58.

3. 2022 Board Retreat Agenda
 - Neubauer reminded the Board the 2022 Board Retreat is 02/12/2022. The Vintage Room at the Lodge at Geneva-on-the-Lake has been reserved, and Neubauer said to let her know by 12/17/21 if there were any objections to using this room.
 - Trustee Eckart suggested the 1.25 Mil Levy should be the main agenda item for the Board Retreat.

Items Too Late of Agenda

1. Westlake said the Board needed a planning calendar, and that he would be happy to develop the calendar.
2. Westlake said the Board By-laws should be reviewed to ensure that the by-laws are pertinent. For example, the Library is no longer required by law to use a newspaper of general circulation to publish the yearly meeting schedule, but the current by-laws call for publication in a newspaper of general circulation.

Westlake moved and Hamper seconded motion to waive the Board By-laws as they relate to publishing the meeting schedule for the calendar year 2022, all Ayes.

2021-59.

