

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 19, 2022

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The Board of Trustees Regular Meeting was held from 6:30 PM to 7:55 PM at the Ashtabula Public Library.

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

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

Absent and excused: Trustee Butler

Absent: None

Guests: Adult Programming & Outreach Coordinator Dwight Meyer

## **Public Comments / Announcements / Communications**

1. None

## **Board Announcements**

Board President Westlake made the following announcements:

1. Trustee Butler's absence is excused.
2. A thank you to the officers for the past two (2) years for a job well done.
3. A thank you to all Board members for a job well done in 2021.
4. A thank you to the ACDL staff for a job well done in 2021.
5. A planning calendar is being developed so that institutional knowledge can be retained. A lockable filing drawer will be made available for the Board, and board documents will be retained on a flash drive (s) in the lockable filing drawer.
6. The Facilities/Planning/Development Committee will include Carmen Hamper (Chair), Matt Butler, and Tom Westlake.
7. Board announcements ended with the following quote from Margaret Mead "Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has."

## **Oath of Office**

Dwight Meyer (Notary Public) administered the Fiscal Officer oath and Deputy Fiscal Officer oath to Edward Williams and Penny Neubauer, respectively.

## **Consent Agenda**

**McCain moved and Eckart seconded motion to approve the Consent Agenda, all Ayes. 2022-01.**

## **Adult Programming Update**

Each Board Member introduced themselves.

Adult Programming & Outreach Coordinator Dwight Meyer provided the following update:

1. 200 patrons participated in 2021's "25 Days of ACDL" programs.
2. A Writer's Group and Book Clubs have been established.
3. A Chess Group has been established in Ashtabula and Geneva.

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4. A Winter Creative Carnival is being planned for President's day (2/21/2022).
  5. The Adult Winter Reading program will run from 2/21/2022 – 4/22/2022.
- Trustee Eckart remarked she appreciated all of the updates on the website.

## Old Business

1. COVID Response
  - Director Neubauer informed the Board there was nothing new to report, other than 1700+ masks were distributed in five (5) hours one day during the previous week.
2. YMCA Update
  - Neubauer reported the Y hosted an “envisioning” meeting at the Y. The following is the tentative project schedule:
    1. Marketing Study beginning mid-February – June 2022.
    2. Fundraising for one year beginning June 2022.
    3. Design and Construction Documents beginning June 2022 through mid-2023.
    4. Break ground mid-2023.
  - Neubauer stated the Y anticipates a 45,000 square foot building + additional square footage for partners.
  - Neubauer recommended ACDL own the connector between the two (2) buildings.
3. Westlake informed the Board the ad hoc By-laws and Board Policy Committee met, and proposed language will be on the February Retreat agenda. Westlake also informed the Board that the Board Self-evaluation will take place in March with results in April.
4. Westlake also recommended meeting with the Ashtabula Foundation in June, and with the Friends groups in July & August.

## New Business

1. Neubauer asked the Board to sign and return the Ethics Statement (page 36) and Conflict of Interest Statement (page 37).
2. Approval of 2021 Final Appropriations - Revenues

**Eckart moved and Skleres seconded motion to approve 2021 Final Revenue Appropriations as presented, all Ayes.  
2022-02.**

3. Approval of 2021 Final Appropriations - Expenditures

**Eckart moved and Skleres seconded motion to approve 2021 Final Expenditure Appropriations as presented, all Ayes.  
2022-03.**

4. Approval of Supplemental Appropriations
  - It is the recommendation of the Fiscal Officer that the Board approve the following 2022 Supplemental Appropriation:

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Account 4007-100-300-0027

Purchased & Contracted Services – Individual Contracts

\$17,000 – Roto Rooter

- Westlake asked if this work would interfere with the foundation if we expand the existing building to connect to the Y. Neubauer replied the work may be limited to the existing fairy garden portion.

**Skleres moved and Eckart seconded motion to approve 2021 Final Expenditure Appropriations as presented. Upon roll call, all voted Aye.**

**2022-04.**

5. Resolution authorizing the Fiscal Officer to request an advance of 2022 real property tax receipts  
**Eckart moved and McCain seconded motion to approve the resolution as presented, all Ayes.**

**2022-05.**

6. Incident Reports

- Neubauer pointed out a summary of the 2021 Incident Reports is included in the Board packet.

7. March Meeting Date

**Skleres moved and Eckart seconded motion to move the March meeting date to March 16, 2022 at Geneva Public Library, all Ayes.**

**2022-06.**

## Items Too Late of Agenda

1. Copies of the new “Welcome” and “Business Solutions” brochures were distributed.
2. Neubauer informed the 2 pine trees at Geneva that were toppled in the December windstorm have been removed.
3. Trustee Eckart informed the Board the Finance Committee would meet 01/25/2022 at 5:30 PM in the Board Room to review 2022 Permanent Appropriations and the 10-year projects that result from the renewal, replacement or failure of the 1.025 mil operating levy.
4. Neubauer informed the Board breakfast for the February Retreat will begin at 8:00 AM.
5. Neubauer informed the Board the 2021 Annual Report will be mailed out soon, and a report for the first-half of 2022 will be mailed in August.

## Executive Session

**Eckart moved and McCain seconded motion to enter into Executive Session at 7:30 PM for the purpose of discussing employee contracts and compensation. Westlake stated the Board does not expect to take action when it returns from Executive Session. Upon roll call, all voted Aye.**

**2022-07.**

The Board returned from Executive Session at 7:54 PM

