

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: November 16, 2022

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The Board of Trustees Regular Meeting was held from 5:30 PM to 7:35 PM at Ashtabula Public Library

President Westlake called the meeting to order at 5:30 PM with the following Trustees, staff and guests present:

Trustees: Avsec, Butler, Eckart, Hamper, Skleres, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: None

Absent: None

Guests: Michael Thornton

Public Comments / Announcements / Communications

1. None

Board Announcements.

1. None

Consent Agenda

1. Trustee Avsec pointed out that the Fiscal Officer attended the 10/19/22 Board meeting in person and not via Zoom.
2. Board President Westlake asked if a follow-up letter explaining the actions taken had been mailed to Lloyd Beaudoin. Director Neubauer replied yes.

Skleres moved and Eckart seconded motion to approve the Consent Agenda as corrected, all Ayes. 2022-48.

Digital Library Branch Update

Digital Branch Manager Michael Thornton provided the Board with information regarding the Digital Library Branch

- A large percentage of the 2022 materials appropriation will be spent in 2022.
- The branch is currently researching patron use to help determine the acquisition plan for 2023.
- Eleven (11) new “all-in-one” computers have been put in place for staff.
- Starting to replace staff Apple devices,
 1. Avsec asked what is done with the items that are replaced – Thornton replied the items will be redeployed, otherwise they will be disposed of.
- X-Box series H consoles are in use at both Ashtabula and Geneva.
 1. Avsec asked if we are using Cloud instead of on-site servers – Thornton replied not at this time but studying Cloud usage in the future.
- The decision has been made to switch from Orange Boy to Patron Point
 1. Neubauer mentioned SEO is considering adding Patron Point for all their libraries, and if this happens ACDL will receive a rebate from Patron Point.
- The Digital Library is planning to add “how to” videos to ACDL.info
 1. Avsec suggested adding video of construction once the Ashtabula YMCA and Geneva Library Expansion projects begin.

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Weiss Financial Ratings Demo

Thornton presented the following information about the Weiss Financial Ratings database:

- The database was recently added.
- Information available is similar to Value Line, but it is presented in a more user-friendly format
- Patrons can have free individual accounts through ACDL.info
 1. Avsec mentioned this Weiss would be a great product for private investor clubs.

Old Business

1. YMCA Update - Neubauer provided the following update:
 - Ohio has designated \$800 million in ARRP funds for projects in the Appalachian area of Ohio.
 - The first deadline is in December 2022 for funding to support planning.
 - The ACDL/YMCA project will be on the request for funding.
 - The City of Ashtabula will be a lead on the funding request.
 - The County Prosecutor's Office has been contacted to work with YMCA counsel to draft an agreement with the YMCA, but to date there has been no response from Jefferson.
 - Westlake suggested ACDL use outside counsel to work with YMCA counsel to draft the agreement, and because the cost to do so will be less than \$15,000 Board action is not needed.
 - Neubauer stated she will contact (former ACDL Board Member) Samuel Altier to see if he is willing to represent the Library on this matter.
2. Levy Update – Neubauer informed the Board that
 - A folder will be created detailing the Library's 2022 campaign for use in 2032.
 - A total of 3,231 postcards to absentee voter applicants were mailed.
 - An annual fundraiser for Strong Libraries Strong Communities should be instituted.

New Business

1. Proposed 2023 Library Holidays
 - Neubauer provided a schedule of the dates for the 2023 Library Holidays – no objections.
2. Proposed 2023 Board of Trustees Meeting Schedule
 - Westlake pointed out there are two (2) meetings in April, the March meeting is on the 22nd, and the February Board Meeting & Retreat is on the 11th.

Butler moved and Eckart seconded motion to approve the 2023 Board of Trustees Meeting Schedule as presented, all Ayes.

2022-49.

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3. 2023 Temporary Appropriations

Board of Trustees of Ashtabula County District Library
Resolution No.2022-50

2023 TEMPORARY APPROPRIATIONS

Irene Skleres moved to approve 2023 Temporary Appropriations as follows:

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
General Fund (Fund 1000):		
Revenues	1000-121-0000 - 1000-999-0000	\$ 1,211,043
Salaries	1000-100-110-0000 - 1000-100-110-0004	\$ 381,630
Benefits	1000-100-211-0000 - 1000-100-292-0000	\$ 138,522
Services	1000-100-311-0016 - 1000-100-390-0028	\$ 102,672
Materials	1000-100-411-0028 - 1000-100-416-0000	\$ 96,948
Supplies	1000-100-451-0006 - 1000-100-459-0014	\$ 12,245
Other	1000-100-519-0000 - 1000-100-590-0000	\$ 7,631
Capital Outlay	1000-100-720-0000 - 1000-100-790-0000	\$ 0
Other Financing Uses	1000-900-910-0000 - 1000-990-990-0000	\$ 127,055
Total Expenditures		\$ 866,703

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Asset Preservation (Fund 4006):		
Interest Income	4006-701-0000	\$ 1
Motor Vehicles	4006-100-770-0000	\$ 28,595

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Development Fund (4007):		
Interest Income	4007-701-0000	\$ 4,313
Transfers In (Future Projects)	4007-931-0000	\$ 0
Transfers In (1.25 Mill)	4007-931-0000	\$ 125,742
Expenditures	4007-100-710-0000 – 4007-100-790-0000	\$ 103,525

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Griffith 2 (Fund 9752):		
Interest Income	9752-701-0000	\$ 1
Expenditures	9752-789-411-000 – 9752-789-413-0000	\$ 2,500

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Misty Eckart seconded the motion.

Discussion:

Fiscal Officer Williams pointed out the 2023 Temporary Appropriations anticipates general fund revenues will exceed general fund expenditures by \$50,306.

Upon roll call, the following votes were recorded:

Avsec Yes _____ Butler Yes _____ Eckart Yes _____
Hamper Yes _____ Skleres Yes _____ Westlake Yes _____

The motion passed.
2022-50.

4. Appropriation Transfers

Board of Trustees of Ashtabula County District Library

Resolution No. 2022-51

APPROPRIATION TRANSFERS

Misty Eckart moved to approve Appropriations transfers as follows:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
1000-100-110-0000	Salaries	\$ (4,000.00)
1000-100-451-0006	Office Supplies	\$ 1,000.00
1000-100-451-0011	Minor Equipment	\$ 1,000.00
1000-100-452-0012	Cleaning Supplies	\$ 1,000.00
1000-100-452-0013	Maintenance Supplies	\$ 1,000.00
1000-100-390-0000	Purchased Services	\$ (4,000.00)
1000-100-412-0000	Periodicals	\$ 4,000.00

Susan Avsec seconded the motion.

Discussion:

Fiscal Officer pointed out the requested transfers do not increase or decrease approved appropriations.

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Upon roll call, the following votes were recorded:

Avsec Yes _____

Butler Yes _____

Eckart Yes _____

Hamper Yes _____

Skleres Yes _____

Westlake Yes _____

The motion passed.

2022-51.

After the vote, Williams informed the Board that because the 1.25 Mill Replacement Levy passed, he planned to transfer the remaining \$266,627 from the General Fund to the Development Fund that is a part of the approved 2022 Permanent Appropriations.

5. Nominating Committee

- Westlake appointed Trustees Avsec, Eckart and Skleres to the Nominating Committee.

Items Too Late for Agenda

1. Recruitment for the open Trustee position
 - Neubauer reported she had spoken with Mr. Osborne.
 - Trustee Eckart asked if we knew the skills needed for the open position.
 - Neubauer reported 4- 5 other people have been contacted, including Jennifer Capo, and asked if there were any other suggestions.
 - Butler mentioned he liked diversity.
 - Williams suggested (former ACDL Board Member) Otis Sandidge be contacted for his recommendation (s).
2. Neubauer reminded the Board of the need for a strategic plan starting in 2023, and that she was going to contact the State Library
3. Westlake polled the Board about using the Board Room for future meetings. Hearing no objections, he announced the December 2022 and January 2023 Board of Trustees meetings will be held in the Board Room.

Executive Session

1. Westlake informed the Board an Executive Session was needed to discuss employment appointment, employment, and compensation, and that the Board may take action upon returning to Regular Session.

Avsec moved and Eckart seconded motion to enter into Executive Session at 7:16 PM to discuss employee appointment, employment, and compensation. Upon roll call, all voted Aye.
2022-52.

The Board returned to Regular Session at 7:32 PM. Trustee Butler left at this time.

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4. Interim Wage Adjustments

Board of Trustees of Ashtabula County District Library Resolution No. 2022 -53

INTERIM WAGE ADJUSTMENTS

Susan Avsec moved to increase the Director's hourly rate to \$44.48 effective 11/6/2022, and to increase the Fiscal Officer's hourly rate to \$34.87 effective 11/06/2022.

Carmen Hamper seconded the motion.

Discussion: Westlake explained that the interim wage adjustments were intended to help reduce the gap between the current wages and the median wages pointed out in the 2022 statewide salary survey conducted by NEO-RLS, and that additional adjustments were anticipated at the time the Director's and Fiscal Officer's employment contracts are renewed.

Upon roll call, the following votes were recorded:

<u>Avsec</u> Yes _____	<u>Butler</u> _____	<u>Eckart</u> Yes _____
<u>Hamper</u> Yes _____	<u>Skleres</u> Yes _____	<u>Westlake</u> Yes _____

The motion passed.
2022-53.

Hearing no further action, Westlake adjourned the meeting at 7:40 PM.

President

Secretary

Next Board Meeting:

**Wednesday December 21, 2022
5:30 PM
Ashtabula Public Library**