

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 17, 2024

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The Board of Trustees Regular Meeting was held from 5:32 PM to 7:35 PM at Ashtabula Public Library

Board President Westlake called the meeting to order at 5:32 PM with the following Trustees, staff and guests present:

Trustees: Avsec, Hamper, Kohler, Misener, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustees Butler and Skleres

Absent: None

Guests: Digital Library Branch Manager Michael Thornton

Public Comments / Announcements / Communications

1. None

Board Announcements

Board President Westlake made the following appointments:

- Finance, Executive and Audit Committee – Susan Avsec (Chair) and Antonia Kohler
- Personnel and Operations Committee – Carmen Hamper (Chair) and Josephine Misener
- Facilities, Planning and Development Committee – Matthew Butler (Chair) and Irene Skleres

Swear in of Fiscal Officer and Deputy Fiscal Officer

Trustee Hamper administered the oath of office for Edward Williams (Fiscal Officer) and Penny Neubauer (Deputy Fiscal Officer).

Consent Agenda

- Westlake asked why the Lakeside High School Fund balance was so large. Fiscal Officer Williams responded no salaries or benefits were charged to the fund in 2023, but will be in 2024.

Avsec moved and Hamper seconded motion to approve the Consent Agenda as presented, all Ayes. 2024-01.

Digital Branch & Lakeside HS Update

Digital Library Branch Manager Thornton demonstrated the new ACDL website, which went live on 12/12/2023. Westlake asked about access to the staff website, and Thornton responded that access will be provided via a link on the Trustee's individual Google accounts.

Old Business

1. Geneva Project Update
 - The updated information will be addressed in New Business Items 5, 7 and 8.

New Business

1. Statements: Ethics and Conflict of Interest
 - Director Neubauer distributed the Ethics statements and asked each Trustee to sign, date and return.

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2. Approval of Final 2023 Appropriations Status

Hamper moved and Misener seconded motion to approve the Final Appropriations Status for 2023 as presented, all Ayes.

2024-02.

3. Approval of Final 2023 Revenue Status

Misener moved and Hamper seconded motion to approve the Final Revenue Status for 2023 as presented, all Ayes.

2024-03.

4. Resolution to Request Real Estate Advances from the County Auditor

Avsec moved and Kohler seconded motion to approve resolution requesting advances from the 2023 tax collections as presented, all Ayes.

2024-04.

5. Recommendation: Sell CD's

Williams informed the Board the revised thinking was to sell all the CD's and Agency Notes in order to reduce the amount of debt that would be needed to complete the addition/renovation of the Geneva Library.

Misener moved and Hamper seconded motion to authorize the Fiscal Officer to sell up to all CD's and Agency Notes, all Ayes.

2024-05.

6. Recommendation: Initiate Bond Counsel for \$2.25 million to \$2.5 million Financing

- Williams stated that it was too soon to start the process with Bond Counsel and recommended tabling the measure.
- Westlake stated the matter is tabled until the February meeting,

7. Review \$500,000 minimum Development Fund Balance

- Westlake stated that because the 0.25 mil levy generates predictable annual revenue, the \$500,000 minimum balance is no longer needed.
- Hamper agreed that the \$500,000 limit was too large, but that a minimum balance should still be required, and she suggested \$200,000.

Misener moved and Hamper seconded motion to reduce the minimum Development Fund balance to \$200,000, all Ayes.

2024-06.

8. Recommendation: Offer the Geneva Gazebo for sale via sealed bids

- Neubauer recommended that before demolishing the Geneva Gazebo it should be offered for sale via sealed bids.

Misener moved and Kohler seconded motion to offer the Geneva Gazebo for sale via sealed bids, all Ayes.

2024-07.

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Items Too Late for Agenda

1. Neubauer encouraged the Trustees to review the Personnel Policies via the above-mentioned link.
2. Neubauer reminded the Trustees of the need to make annual personal contributions to the Strong Libraries Strong Communities organization.

Executive Session to Discuss Employee Appointment, Employment, and Compensation.

- Westlake stated that no action will take place after the Board returns from Executive Session.

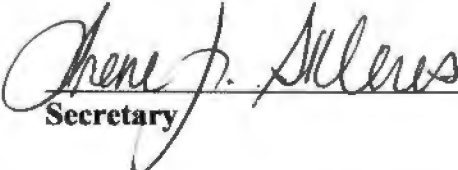
Hamper moved and Misener seconded motion to enter into Executive Session at 7:00 PM for the purpose stated above. Upon roll call, all voted Aye. 2024-08.

The Board returned to Regular Session at 7:34 PM.

Hearing no further action, Westlake adjourned the meeting at 7:35 PM.



President



Secretary

Next Board Meeting:

**Special Meeting & Board Retreat
The Club Room
Norman D Banquet Center
2720 Carpenter Road, Ashtabula OH
February 17, 2024
8:00 AM – 12:00 Noon**