

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: December 20, 2023

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The Board of Trustees Regular Meeting was held from 5:32 PM to 7:25 PM at Ashtabula Public Library

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

Trustees: Avsec, Butler, Hamper Kohler, Misener, Skleres (arrived at 5:35 PM), Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: None

Absent: None

Guests: Ashtabula Branch manager Ryan Whelpley

Public Comments / Announcements / Communications

1. None

Board Announcements

1. None

Consent Agenda

Butler moved and Kohler seconded motion to approve the Consent Agenda as presented, all Ayes. 2023-60.

Ashtabula Branch Library Update

Branch manager Whelpley provided the following update:

- The recently completed self-evaluations pointed out how the staff treats people well and equitably;
- The Front Desk replaced seven (7) people, Youth Services replaced one (1) person, and Archives replaced two (2) people in 2023 (all voluntary resignations).
- One of the big successes in 2023 is the increase in both the quality and frequency of programming and services for kids.
- Multiple school and Head Start stops are being made on a regular basis.
- Since August 2023 Ashtabula has seen an 80% increase in the number of youths using the library, a 48% increase regular weekly programs, a 43% increase in kids attending programs, and nine (9) more parties.
- The “1,000 Books before Kindergarten” program has been launched.

President Westlake complimented Whelpley and attributed the increases to his leadership.

Old Business

1. Bookmobile Update
 - Director Neubauer informed the Board that fabrication will begin in April 2024, and delivery is expected in July 2024.

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2. Geneva Project Update

- Neubauer informed the Board that the following decisions have been made: 1) paint the Makers Space ceiling, 2) Scale back the Study Booths, and 3) label the meeting room as a Community Room (fewer construction/code requirements).
- Neubauer informed the board that the Ashtabula Foundation has pledged \$100,000, subject to verification that the project is moving forward.
- Westlake informed the Board that the Fiscal Officer should investigate selling approximately of the Board's CD's upfront to generate approximately \$2,000,000 cash so that the amount of the loan needed for the Geneva Project can be reduced to the \$2.0 - \$2.5 Million range, and to investigate if the borrowing prospectus could use a range instead of a fixed amount.

3. Strategic Plan

- Neubauer informed the Board the Strategic Plan initiative will wait until February.

4. Geneva Security System

- Neubauer informed the Board that due to obsolescence and frequent repair, the Geneva security system will be fixed and/or replaced in early 2024.

New Business

1. Nominating Committee

- Trustee Hamper reported the Nominating Committee proposed the 2023 officers retain their positions in 2024. Hearing no other nominations, Westlake closed the nominating process.

Misener moved and Skleres seconded motion to approve the recommendation of the Nominating Committee, all Ayes.

2023-61.

2. Revision of Naming Rights

Westlake proposed approving the attached naming rights amounts.

Butler moved and Hamper seconded motion to increase the naming rights as recommended, all Ayes.

2023-52.

Items Too Late for Agenda

1. Neubauer informed the Board that she had a Zoom meeting with State Rep Sarah Fowler-Arthur and requested a \$500,000 grant from the new statewide fund. Neubauer further stated that she did not know if ACDL's request is a part of Representative Fowler-Arthur's list, but the that Zoom meeting was positive.
2. Neubauer informed the Board that the County Prosecutor's office suggested a few changes in the proposed "Tool Wall" policy and that the policy will be ready for Board action in January 2024.

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

- Westlake stated that Board action will take place after the Board returns from Executive Session.

Hamper moved and Avsec seconded motion to enter into Executive Session at 6:26 PM for the purpose stated above. Upon roll call, all voted Aye. 2023-53.

The Board returned to Regular Session at 7:20 PM.

Employment of the Fiscal Office for 2024

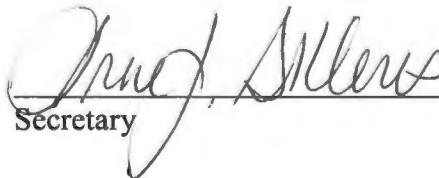
- Trustee Avsec informed the Board that the Operations/Personnel Committee recommends retaining Edward R. Williams as Fiscal Officer for 2024, at an annual salary of \$70,087.68 (\$42.12 per four, 32 hours per week), plus a \$549.12 lump-sum bonus), along with all other benefits included in 2023.

Skleres moved and Kohler seconded motion to approve the recommendation of the Operations/Personnel Committee as presented. Upon roll call all voted Aye. 2023-54.

Hearing no further business, Westlake adjourned the meeting at 7:53 PM



President



Secretary

Next Board Meeting:

**Regular Board Meeting
Ashtabula Public Library
January 17, 2024
5:30 PM**