

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: August 19, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 7:52 PM electronically via a ZOOM virtual meeting hosted by ACDL.

President Butler called the meeting to order at 6:30 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: Karen Bertholf, Michael Thornton

Public Comments

1. None

Consent Agenda

- Trustee Avsec asked if the library was going to increase the number of hot spots due to increased demand. Director Neubauer replied she will address hot spots during the Library Response to COVID-19 agenda item.
- Avsec also asked if an additional principal payment will be made this year. Fiscal Officer Williams replied that a recommendation to do so may be made to the Finance Committee during its September meeting.

Eckart moved and Westlake seconded motion to approve the Consent Agenda, all Ayes. 2020-40.

Digital Library Branch Manager

Michael Thornton provided the Board with an overview of his three (3) main responsibilities and goals: the ACDL website, collection development, and information technology.

- Mr. Westlake stated the position has been a long time coming and he is thrilled Thornton is in charge.
- Mr. Butler stated it has been a long time coming and is very important, especially given the challenges our community is facing.

Old Business

1. E-Rate Update
 - Williams reviewed the E-rate Update email sent to the Board earlier in the week (copy attached).
2. Board of Trustees By-laws Update

Westlake moved and Skleres seconded motion to approve the revisions of Board of Trustees By-laws as presented, all Ayes.

2020-41.

After the vote, Butler thanked Avsec and the committee for their work.

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3. Library Response to COVID-19

- Neubauer pointed out demand has not increased due to COVID-19, and there are no plans to increase the number of hot spots available for patron use.
- Neubauer informed the Board that there are plans to limit number of patrons, especially teens after school, using the Geneva library due to social distancing standards.
- Neubauer reported July foot traffic at both Ashtabula and Geneva was down significantly.
- The County Board of Elections has asked to add two (2) more precincts to the Ashtabula library (total of 4 precincts). Geneva Library will still host two (2) precincts. Neubauer recommended the Board approve closing both libraries on November 3, 2020 so that only voters, election officials, and library staff will be in the building.

**Skleres moved and McCain seconded the motion to close on November 3, 2020, all Ayes.
2020-42.**

- Neubauer informed the Board that although the plan was to return to regular hours in September, foot traffic didn't warrant an expansion of hours until October at the earliest.
- ### 4. Litigation Outcome
- Williams reported a settlement totaling \$20,000 was agreed to by Ms. Laveck (the plaintiff), Workers Comp and ACDL (the defendants).

New Business

1. Revised Organizational Chart

- Neubauer presented the current Organizational Chart. Avsec asked about the job title Technical Services Manager if there were no direct reports. Neubauer will investigate a job title change.
- Trustee Westlake asked if invoices for books were electronic or paper. Neubauer replied the invoice accompany the books and also serve as a packing list. Neubauer and Williams agreed the current system is working well and provides the buyers with the data they need to make future purchasing decisions.

2. 2021 Tax Budget

Eckart moved and Skleres seconded motion to approve the 2021 Tax Budget as presented. Upon roll call, all voted Aye.

2020-43.

3. SEO ILS Contract Renewal

Eckart moved and McCain seconded motion to approve the 2020-21 SEO Contract as presented. Upon roll call, all voted Aye.

2020-44.

4. Statewide Delivery Contract Renewal

Westlake moved and Skleres seconded motion to approve the 2020-21 Statewide Delivery Contract as presented. Upon roll call, six (6) Trustees voted Aye and one (1) Trustee (McCain) abstained due to his loss of the Zoom signal during the vote.

2020-45.

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Trustee McCain rejoined the Zoom meeting prior to Items Too Late for Agenda.

Items Too Late for Agenda

1. Property, Casualty, Auto and Cyber Crime Insurance Renewals

**Eckart moved and Skleres seconded motion to approve the renewal of the property, casualty, auto and cyber crime policies at an annual cost of \$19,081. Upon roll call, all voted Aye.
2020-46.**

2. Corona Relief Fund

**Westlake moved and Eckart seconded motion to establish Fund 2081 – Coronavirus Relief Fund, and approve anticipated revenues totaling \$50,000 in either account 2801-212-0000 Restricted Federal Grants-in-Aid or account 2801-222-000 Restricted State Grants-in-Aid. Upon roll call, all voted Aye.
2020-47.**

3. Oaths of Office

- Neubauer informed the Board that Karen Bertholf administered oaths of office for Trustee Hamper, Fiscal Officer Williams, and Deputy Fiscal Officer Neubauer.
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Hearing no further business, Butler adjourned the meeting at 7:52PM.

**Next Board Meeting: Wednesday, September 16, 2020
 Regular Meeting
 6:30 PM
 TBD: Ashtabula Public Library or Virtual Meeting via Zoom**

President

Secretary