

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: September 16, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 8:09 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, Helena Richardson, Michael Thornton

Public Comments

1. None

Consent Agenda

- Trustee Westlake pointed out an addition error on page 21 of the Board Report.

Eckart moved and McCain seconded motion to approve the Consent Agenda, as corrected, all Ayes.

2020-48.

Ashtabula Branch Manager Update

Helena Richardson updated the Board on current safety procedures, COVID-19 procedures, and programming.

Old Business

1. E-Rate Update
 - Fiscal Officer Williams informed the Board the Library's three E-rate projects for 2020 have been approved by the FCC.
2. Library Response to COVID-19
 - Director Neubauer provided the following updates:
 - a. The Library purchased approximately 45 hand sanitizing stations, including both wall mounted and free-standing units, at a cost of \$3,019.04. The hand sanitizing stations were purchased from A. Louis Supply Co.
 - b. Michael Thornton and Rebecca Moio are working on live-streaming equipment and other technology.
 - c. Patrons are asked and staff are required to wear masks while in the buildings. Masks are available for patron purchase at the Library's cost of \$0.75 each.
 - d. A tentative decision has been made to expand to regular hours beginning October 5, 2020. It is believed returning to regular hours will be a positive action when the campaign begins to renew/replace the 1.25 levy in November 2021. Also, groups are interested in using the meeting rooms in the evening. Trustee Butler asked what metrics would be used to make a decision to not expand hours or return to reduced hours? Neubauer replied if people started to get sick. Trustee Skleres pointed out foot traffic has

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been low since re-opening in July 2020. Trustee Avsec asked Neubauer “what do you need from us?”. Westlake stated We’ve given you (Neubauer) the authority. Trustee Eckart asked if it was time to re-convene the levy committee? Trustee Hamper suggested to wait until after the November 2020 elections. Eckart asked if we want to put a levy on in November 2021? Avsec said we needed to start putting together talking points.

New Business

1. Personnel Policies P2.2, P3.41, P4.34, P5.8; and Public Service Policies PS9.1 thru PS9.7, PS10.2, PS 10.3.

Skleres moved and Eckart seconded motion to approve the Personnel and Public Service Policies as presented, all voted Aye.

2020-49.

- After the vote, Eckart congratulated the Committee and Director on doing a good job with the revisions.
- After the vote, Westlake asked what happens when a holiday falls on the Friday or Saturday (re: P5.8)? Neubauer answered the employee uses the day before or day after for their holiday.

2. Personnel Policies P3.8, P3.2

Skleres moved and Eckart seconded motion to approve the Policies as presented, all voted Aye.

2020-50.

3. Personnel Policies P4.31 through P4.34

- Neubauer pointed out we are required to grant up to 2-weeks sick leave for all employees for COVID-19 related illnesses. Neubauer also pointed out Conneaut, Kingsville, Henderson Memorial, and Harbor-Topky libraries all grant sick leave to part-time employees. Avsec asked how will this look to the public? Westlake stated sick leave for part-time employees is long overdue. Hamper stated she supports sick leave for part-time employees, and that is what she would like her employer to do.

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

2020-51.

4. Personnel Policy P3.1

Westlake moved and Eckart seconded motion to approve the Policy as presented. Upon roll call, all voted Aye.

2020-52.

5. Effective Date of Personnel Policy P3.1

Westlake moved and Skleres seconded motion for an effective date of 09/13/2020 for Personnel Policy P3.1, all voted Aye.

2020-53.

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6. Equipment Disposal

Avsec moved and Eckart seconded motion to declare Ashtabula's unused Jamex as surplus, and donate it to Warren-Trumbull County Public Library 2020-54.

7. Extended Hours – September 29 & 30, 2020.

Eckart moved and Skleres seconded motion to approve extending hours on September 29 & 30, 2020 as presented, all voted Aye. 2020-55.

Items Too Late for Agenda

1. Williams informed the Board the September 2020 PLF receipt from the State will be \$11,815.34 larger than projected.
2. Coronavirus Relief Fund (Fund 2801)
 - Williams recommended the Board approve the addition of the following Coronavirus Relief Fund expenditure accounts, and the initial appropriation for each account:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
• 2801-100-110-0000	Salaries – Professional	
• 2801-100-110-0001	Salaries – Paraprofessional	
• 2801-100-110-0002	Salaries – Clerical	
• 2801-100-110-0003	Salaries – Custodial	
• 2801-100-291-0000	Unemployment Benefits	\$ 27,300.00
• 2801-100-331-0000	Maintenance & Repair on Facilities	\$ 2,350.00
• 2801-100-339-0023	Janitorial Service	
• 2801-100-390-0000	Other Purchased & Contracted Services	
• 2801-100-411-0045	eBooks	
• 2801-100-451-0006	Office Supplies – PPE	\$ 12,500.00
• 2801-100-451-0009	Circulation Supplies	
• 2801-100-451-0010	Cataloging Supplies	
• 2801-100-451-0011	Minor Equipment	
• 2801-100-452-0012	Cleaning & Supplies	
• 2801-760-740-0000	Building Improvements	\$ 4,910.00
• 2801-760-750-0000	Furniture & Equipment – New	\$ 2,940.00
• 2801-760-750-0041	Furniture & Equipment – Replacement	
• 2801-760-790-0000	Other – Capital Outlay	

Westlake moved and Skleres seconded motion as presented. Upon roll call, all voted Aye. 2020-56.

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Hearing no further business, Butler adjourned the meeting at 8:09 PM.

Next Board Meeting: **Wednesday, October 21, 2020**
 Regular Meeting
 6:30 PM
 TBD: Geneva Public Library or Virtual Meeting via Zoom

President

Secretary