

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: October 21, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 7:53 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, Skleres, and Westlake; Director Neubauer, Fiscal Officer Williams.

Absent and excused: Trustee McCain

Absent: None

Guests: Karen Bertholf, Helena Richardson, Ryan Whelpley

### Public Comments

1. None

### Consent Agenda

- Trustee Westlake read a report summarizing the Facilities/Planning/Development Committee meeting that was held at 5:30 PM on 10/21/20.

**Westlake moved and Hamper seconded motion to approve the Consent Agenda, all Ayes. 2020-57.**

### Geneva Branch Manager Update

Ryan Whelpley updated the Board as follows:

- a. Amber Metzler and Christina Sanchez have resigned for personal reasons, and both will be missed.
- b. Aubrey DiPofi has joined the Geneva staff, and Codi Pilkington has been promoted to the Geneva Circulation Manager position.
- c. The Geneva building has never looked better.
- d. Outreach continues to provide services to homebound and nursing home patrons.
- e. Programming is slowly building as the school's transition to all-day in school classes. Westlake pointed out that approximately 25% of students are still doing remote learning.
- f. Patron behavior, both youth and adult, has overall been very good, with nearly all cooperating by wearing masks and social distancing.

### Old Business

1. E-Rate Update
  - Fiscal Officer Williams informed the Board the Library is waiting to learn the installation dates for the three (Category 2) projects approved by the FCC.
2. Library Response to COVID-19
  - Director Neubauer provided the following updates:
    - a. An expansion of hours will be no sooner than the beginning of 2021.
    - b. Staff has, for the most part, complied with the requirement to wear masks, frequently sanitize work spaces, and social distance. Trustee Butler pointed out Ashtabula County's positivity rate increased from 0.002% prior to last week to 5% last week.

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## New Business

1. Supplemental Appropriations – Additional Principal Payment

**Avsec moved and Skleres seconded motion to approve the Supplemental Appropriations – Additional Principal Payment as presented. Upon roll call all voted Aye. 2020-58.**

2. Supplemental Appropriations – Staff Bonus

**Westlake moved and Eckart seconded motion to approve the Supplemental Appropriations – Staff Bonus as presented. Upon roll call all voted Aye. 2020-59.**

3. Appropriation Transfer - Unemployment

**Avsec moved and Eckart seconded motion to approve the Appropriation Transfer - Unemployment as presented. Upon roll call, all voted Aye. 2020-60.**

4. Updates to select Public Service and Personnel Policies

- Neubauer informed the Board that she has not heard back from the Ashtabula County Prosecutor regarding the Social Media policy

**Skleres moved and Eckart seconded motion to approve the updates to select Public Service and Personnel Policies as presented (with the exception of policy # 5.39), all voted Aye. 2020-61.**

## Items Too Late for Agenda

- Westlake informed the Board that the recommendation of the Facilities/Planning/Development Committee is to begin the process of installing Needle Point Bipolar Ionization in both the Ashtabula and Geneva Buildings, and to authorize Director to spend up to \$15,000 to engage professionals to develop bid specifications. Avsec pointed out that there was not a lot of science behind this technology, and other members of the Board expressed some level of skepticism.

**Eckart moved and Skleres seconded motion to proceed. Upon roll call, all voted Aye except Trustee Avsec who voted Nay. The motion passed 5-1. 2020-62.**

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

**Next Board Meeting:**

**Wednesday, November 18, 2020**

**Regular Meeting**

**6:30 PM**

**TBD: Ashtabula Public Library or Virtual Meeting via Zoom**

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President

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Secretary

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