

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: November 18, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 8:05 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:

Absent: None

Guests: Karen Bertholf, Jim McClure, Codi Pilkington, Josh Roderick

Public Comments

1. None

Consent Agenda

Westlake moved and Eckart seconded motion to approve the Consent Agenda, all Ayes. 2020-63.

Buildings Update

Josh Roderick updated the Board as follows:

- a. Geneva Public Library –
 - The clear story was re-sided and the flat roof replaced early in 2020, this resolved the leaks;
 - 5 trees were removed, and more will be removed. Trustee Butler asked if a contractor would be used and Director Neubauer replied yes; and
 - New lighting has been installed in the juvenile area, with one more fixture needed.
- b. Ashtabula Public Library -
 - The parking lot has been sealed and re-painted;
 - The heated sidewalks have problems in the cold-joints in two (2) separate sections. The approximate cost to repair is \$5,000. Due to upcoming weather, repairs may take place in Spring 2021.
- c. Bookmobile –
 - The Bookmobile is at Motta's Body Shop to get an estimate on the cost for bodywork and wrapping the bus with new signage.
- d. Neubauer informed the Board the goals for 2021 include:
 - Improving the lighting in the children's area at GPL;
 - Improving the lighting in the long corridor at GPL, perhaps use Mars Electric to develop a plan;
 - Rewire internet ports in the GPL;
 - Close in bathrooms at both APL and GPL; and
 - Clean carpets at both APL and GPL.

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.

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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. Butler pointed out Ashtabula County's positivity rate increased from 0.002% prior to last week to 5% last week.
 - c. If Ashtabula County turns "purple" we will switch to curbside pickup and home delivery exclusively, and re-evaluate every two (2) weeks.
 - d. Butler asked if there was an easy way to inform patrons of these types of changes? Neubauer replied Facebook, Twitter and Website will be used.
 - e. Westlake asked if closed can some programming such as story time be virtual? Neubauer replied previous virtual programs had little or no attendance.
 - f. Director Neubauer informed the Board that, due to uncertainty regarding the efficacy of needlepoint ionization, she does not recommend proceeding at this time.

Westlake moved and Skleres seconded motion to table any further action on HVAC improvements, all voted Aye.

2020-64

- g. Butler asked Neubauer if any staff member has had to isolate or quarantine due to exposure to COVID-19? Neubauer replied one staff member has had to isolate.

New Business

1. Nominating Committee

- a. Trustee Hamper informed the Board that the Nominating Committee's recommendation is to continue the current officers in 2021.
- b. Butler informed the Board the floor was open for other nominations, none were made.

Westlake moved and Skleres seconded motion to approve the recommended slate of officers for 2021, all voted Aye.

2020-65

****Trustee McCain lost the ZOOM connection prior to the next agenda item.****

- c. Supplemental Appropriations – Additional Principal Payment

Avsec moved and Eckart seconded motion to approve the Supplemental Appropriations – Additional Principal Payment as presented. Upon roll call all voted Aye.

2020-66.

- d. Appropriation Transfer - Unemployment

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

2020-67.

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e. Proposed 2021 Board of Trustees Meetings

**Westlake moved and Eckart seconded motion to approve the 2021 meeting dates as presented, all voted Aye.
2020-68.**

****Trustee McCain reestablished the ZOOM connection prior to the next agenda item.****

f. Proposed 2021 Library Holidays

**Westlake moved and Eckart seconded motion to approve the 2021 Library holidays as presented, all voted Aye.
2020-69.**

Items Too Late for Agenda

- Neubauer informed the Board the State has extended the authorization to conduct virtual meetings through June 30, 2021.
- Neubauer informed the Board that the Governor has assigned county-by-county COVID-19 teams.
- Hamper informed the Board the ACDL Foundation is developing a "Giving Tuesday" fundraiser that will be promoted by Facebook ads.
- Hamper also informed the Board that the ACDL Foundation is in need of a new President and Treasurer for 2021, and that there is an empty seat on the ACDL Foundation Board.
- Butler informed the Board there will not be a 2021 "Homeless at a Point in Time" count in January 2021.

**Skleres moved and Hamper seconded motion to enter into Executive Session at 7:50 PM to discuss employee contracts and compensation (7.51). Upon roll call, all voted Aye.
2020-70.**

The Board returned from Executive Session at 8:04 PM.

Hearing no further business, Butler adjourned the meeting at 8:05 PM.

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

President

Secretary