

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: December 16, 2020

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The Board of Trustees Regular Meeting was held from 6:33 PM to 8:59 PM electronically via a ZOOM virtual meeting hosted by ACDL.

President Butler called the meeting to order at 6:33 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, Rebecca Moisio, Helena Richardson, Michael Thornton

Public Comments

1. None

Consent Agenda

Eckart moved and Westlake seconded motion to approve the Consent Agenda, all Ayes. 2020-71.

Old Business

1. Library Response to COVID-19
 - Director Neubauer provided the following updates:
 - a. No change in hours or staffing until 01/03/2021 at the earliest.
 - b. To date, two staff members in each building have been quarantined.

New Business

1. Library Survey Results
 - Rebecca Moisio (ACDL Marketing Coordinator) reviewed the results of the Satisfaction Survey. During the discussion, Trustee Eckart asked how many active cardholders? Neubauer replied 32,000.
2. ACDL Foundation Update
 - Trustee Hamper reported she, Neubauer and Stacy Stevenson put together a “Giving Tuesday” fundraiser to try to raise money and awareness for the Foundation. While the fundraiser didn’t generate much, there were 84 new likes.
 - The Foundation is looking for new members and officers for 2021.
 - Neubauer will invite Tony Vespoli (ACDL Foundation President) to present a 2020 overview during the January 2021 ACDL Board Meeting.
3. Organizational Chart Update
 - Neubauer presented the revised organizational chart (attached).
4. Supplemental Appropriations – not needed.
5. Appropriation Transfers – not needed.

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6. Resolution of 2021 Temporary Appropriations

Board of Trustees of Ashtabula County District Library Resolution No. 2020-72

2021 TEMPORARY APPROPRIATIONS

Susan Avsec moved and Misty Eckart seconded motion to approve 2021 Temporary Appropriations as follows:

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
General Fund (Fund 1000):		
Revenues	1000-121-0000 - 1000-999-0000	\$ 1,096,343
Salaries	1000-100-110-0000 - 1000-100-110-0004	\$ 230,618
Benefits	1000-100-211-0000 - 1000-100-292-0000	\$ 56,072
Services	1000-100-311-0016 - 1000-100-390-0028	\$ 115,456
Materials	1000-100-411-0028 - 1000-100-416-0000	\$ 68,567
Supplies	1000-100-451-0006 - 1000-100-459-0014	\$ 13,761
Other	1000-100-519-0000 - 1000-100-590-0000	\$ 5,600
Capital Outlay	1000-100-720-0000 - 1000-100-790-0000	\$ 0
Other Financing Uses	1000-900-910-0000 - 1000-990-990-0000	\$ 223,548
Total Expenditures		\$ 713,622

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Debt Service (Fund 3001):		
Transfers In	3001-931-0000	\$ 88,176

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Development Fund (4007):		
Interest Income	4007-701-0000	\$ 281
Transfers In	4007-931-0000	\$ 133,257
Expenditures	4007-100-710-0000 – 4007-100-790-0000	\$ 27,500

Upon roll call on the passage of the resolution, the vote was as follows:

Avsec – Yes	Butler – Yes
Eckart - Yes	Hamper - Yes
McCain - Yes	Skleres - Yes
Westlake – Yes	

**The motion passed 7-0.
2020-72.**

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7. Resolution for Tax Revenue Advance

**Board of Trustees of the Ashtabula County District Library
Resolution No. 2020-73**

Resolution for Tax Revenue Advance

WHEREAS, the Board of Trustees for the Ashtabula County District Library hereby authorizes the Library Fiscal Officer, Edward R. Williams, to request advances as permitted by law for the 2020 tax collections from the County Auditor.

NOW THEREFORE, BE IT RESOLVED at the regular meeting of the Board of Trustees of the Ashtabula County District Library on December 16, 2020 on motion by Trustee Westlake, seconded by Trustee Eckart, authorizing the Ashtabula County District Library Fiscal Officer Edward R. Williams to request advances from the 2020 tax collections as permitted by law.

**Upon voice vote, all voted Aye.
2020-73**

8. Approval of 2021 Trustee Officers
 - Hamper reported the Nominating Committee recommends the following officers for 2021:

President – Matthew Butler
Vice President – Misty Eckart
Secretary – Susan Avsec

**Westlake moved and McCain seconded motion to approve the 2021 officers as presented, all voted Aye.
2020-74.**

9. 2021 Committee assignments
 - President Butler announced that 2021 committee assignments will be the same as 2020.

Items Too Late for Agenda

1. Neubauer recommended the Board approve Public Service Policy PS4.1.
**Avsec moved and Eckart seconded motion as presented, all Ayes.
2020-75.**

2. Neubauer recommended the Board approve Personnel Policy PS4.32.
**McCain moved and Skleres seconded motion as presented, all Ayes.
2020-76.**

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3. Neubauer recommended the Board authorize the Director to enter into a 2-year agreement with Verizon Wireless for the provision of Hot Spots.

McCain moved and Westlake seconded motion as presented. Upon roll call all voted Aye. 2020-77.

4. Williams recommended the Board approve the addition of the following expenditure accounts and amounts:

2801-100-211-0000	OPERS System	\$1,991.60
2801-100-213-0000	Medicare	\$2,350.00

Westlake moved and Eckart seconded motion as presented. Upon roll call all voted Aye. 2020-78.

5. Williams recommended the Board approve the following appropriation transfers:

2801-100-110-0000	Salaries	\$14,225.71
2801-100-211-0000	OPERS	\$ 1,991.60
2801-100-213-0000	Medicare	\$ 206.27
2801-100-291-0000	Unemployment	(\$12,109.08)
2801-100-331-0000	Main & Repair – Facilities	(\$ 2,184.73)
2801-100-414-0000	Verizon Hot Spots	(\$ 260.12)

Eckart moved and Avsec seconded motion as presented, all Ayes. 2020-79.

6. The February retreat will be held on 2/13/21 at 9:00 AM. Major topics to be discussed will include Branch Manager 2020 Year-in-Review accomplishments, levy planning, and Permanent Appropriations.

Skleres moved and McCain seconded motion to enter into Executive Session at 7:54 PM to discuss employee contracts and compensation (7.51). Upon roll call, all voted Aye. 2020-80.

The Board returned from Executive Session at 8:48 PM.

7. Fiscal Officer Contract

- The Operations/Personnel Committee recommends renew the Fiscal Officer's contract for 2021 as follows:
 - a. The change in salary or scheduled hours;
 - b. A \$950.00 performance bonus, payable upon request during the term of the contract;
 - c. A \$5,000.00 "extra mile award", payable during the term of the contract;
 - d. ACDL will pay the Fiscal Officer's OLC dues; and
 - e. All other items included in the Fiscal Officer's contract are continued in 2021.

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Eckart moved and McCain seconded motion to approve the Fiscal Officer's 2021 contract as presented. Upon roll call, all voted Aye.

2020-81.

Westlake moved and McCain seconded motion for a Merry Christmas, and Happy New Year, all voted Aye.

2020-82.

Hearing no further business, Butler adjourned the meeting at 8:59 PM.

Next Board Meeting: Wednesday, January 20, 2021
Regular Meeting
6:30 PM
TBD: Ashtabula Public Library or Virtual Meeting via Zoom

President

Secretary