

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: March 17, 2021

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The Board of Trustees Regular Meeting was held from 6:30 PM to 8:40 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, Hamper, Skleres, and Westlake; Director Neubauer, Fiscal Officer Williams.

Absent and excused: Trustees Eckart and McCain

Absent: None

Guests: Karen Bertholf, James McClure, Helena Richardson, Ryan Whelpley

## **Public Comments / Announcements / Communications**

1. None

## **Consent Agenda**

1. The minutes from the 3/12/2021 Building and Grounds Committee meeting were added.

**Westlake moved and Skleres seconded motion to approve the Consent Agenda as amended, all Ayes.**

**2021-10.**

## **Geneva Public Library Update**

1. Library Resource Training: Small Business Reference Center – James McClure reviewed the key components of the Small Business Reference Center databases provided by ACDL.
  - Trustee Avsec asked if resources such as “how to start an e-Commerce business” are available. Mr. McClure replied yes.
2. Geneva Branch Manager Ryan Whelpley provided the following update for the Board –
  - a. The new lighting installed in the long corridor has greatly enhanced the appearance and function of the library;
  - b. Foot traffic in the building is increasing;
  - c. In-person Storytime by appointment has begun (10-person maximum);
  - d. Zoom Storytime with Headstart is underway, and Spanish language Storytime with Crystal Rivera will begin soon;
  - e. The number of teens coming in after school is increasing;
  - f. Outreach is increasing as schools are starting to take books, including an Amish school;
  - g. Summer Reading is planning to participate in Geneva Area City Schools “gap plan”. In addition, eight different neighborhoods (including AMHA projects) will be visited with books and healthy foods, with a goal of 1,000 kids participating.
    - Trustee Hamper asked what age groups are being targeted? Whelpley replied K-12 plus a “Caregiver & Me” category for preschoolers.
    - Director Neubauer stated the success of the outreach to the eight neighborhoods will tell us if the Bookmobile is viable going forward.
    - Trustee Butler inquired about the summer lunch program.
  - h. GPL received a “My Hero” award from the Geneva Cub Scout Pack 58 for service to the community.

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### Old Business

1. Library Response to COVID-19 – Neubauer provided the following update:
  - a. Daily staff temperatures are no longer required;
  - b. Branch managers are working with staff schedules to make certain staff can receive vaccinations. Staff has been asked to inform the Director when they have been vaccinated, and also if they have decided to not get vaccinated;
  - c. Waiting for updated guidance on quaranting returned materials;
  - d. As of 3/11/2021 the Library has given away 200 COVID-19 tests (out of the original 250 test allocation). An additional 400 tests have been requested.
    - Butler informed the Board two (2) open vaccination clinics will be held in the next 2 weeks.

### New Business

1. Neubauer recommended staying with IGM for the 5-year lease for 5 new copiers at a total cost of \$43,200 over the lease period.

**Avsec moved and Skleres seconded motion to approve the Director's recommendation. Upon roll call, all voted Aye.**

**2021-11.**

2. Personnel Policy Updates

- During this discussion, Trustee Westlake's ZOOM connection failed.

**Skleres moved and Hamper seconded motion to approve the personnel policy updates as presented, all Ayes (4-0).**

**2021-12.**

Note: Westlake's ZOOM connection was re-established.

3. Public Service Policy Updates

- Neubauer pointed out the policies under "c" and "d" were first reviewed and approved by the Finance Committee.

**Skleres moved and Avsec seconded motion to approve the public service policy updates as presented, all Ayes (5-0).**

**2021-13.**

4. Art Donation Agreement

- Ashtabula Branch Manager Helena Richardson informed the Board the donated art will be on permanent display.

**Skleres moved and Avsec seconded motion to approve the art donation agreement as presented, all Ayes.**

**2021-14.**

5. Board Goals Discussion

- Avsec said she believed goal # 1 was the 2022 levy, volunteered to put together a draft plan, and asked fellow Board members to forward ballot info to her.

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- Regarding the planning for the development of the western portion of the Ashtabula property, Avsec stated that it is good that the committee was going to seek input from community shareholders.
- Neubauer stated she will issue a RFQ for design services, and agreed with Hamper that she wants this to be an extension of the Library's mission and not another city park.
- Avsec stated we are in a unique situation with vacant land.
- Hamper stated we don't even know what is available yet.

## **Items Too Late for Agenda**

1. Westlake observed we had passed the one-year anniversary of COVID-19 and he believed the staff should be treated to a box lunch, at a total cost not to exceed \$400.00, in recognition of their outstanding job.

**Westlake moved and Avsec seconded the motion to provide staff with a box lunch as proposed.**

**Upon roll call, all voted Aye.**

**2021-15.**

2. Westlake recommended that Personnel Policy 4.39 would read better and be more consistent if the 14-day period in the third paragraph was changed to a 30-day period.

**Avsec moved and Skleres seconded motion to change Personnel Policy 4.39 as recommended, all Ayes.**

**2021-16.**

3. Westlake pointed out Fiscal Officer was misspelled in Public Service Policy 1.65 Investments.

## **Executive Session**

**Avsec moved and Westlake seconded motion to enter into executive session at 7:48 PM to discuss employee appointment, employment, and compensation. Upon roll call, all voted Aye.**

**2021-17.**

The Board returned from Executive Session at 8:34 PM.

**Avsec moved and Westlake seconded motion to award Director Penny Neubauer a \$7,000.00 bonus for her extraordinary work done in managing the pandemic crisis. Upon roll call, all voted Aye.**

**2021-18.**

Hearing no further business, Butler adjourned the meeting at 8:40 PM.

**Next Board Meeting:**

**Wednesday, April 21, 2021**

**Regular Meeting**

**6:30 PM**

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

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President



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Secretary