

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: April 21, 2021

Page 1 of 3

The Board of Trustees Regular Meeting was held from 6:31 PM to 7:34 PM electronically via a ZOOM virtual meeting hosted by ACDL.

Vice President Eckart called the meeting to order at 6:31 PM with the following Trustees, staff and guests present:

Trustees Avsec, Eckart, Hamper, McCain, Skleres, and Westlake; Director Neubauer, Fiscal Officer Williams.

Absent and excused: Trustee Butler

Absent: None

Guests: Karen Bertholf, Byron Olsen

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

1. None

## **Consent Agenda**

1. Trustee Avsec asked that the minutes be corrected to reflect that she asked if e-Commerce, not E-bay, business help was available

**Westlake moved and Avsec seconded motion to approve the Consent Agenda as corrected, all Ayes.  
2021-19.**

## **Library Resource Training: Hoopla for Students**

1. Byron Olsen provided the following information regarding Hoopla for students:
  - a. Hoopla is similar to Kanopy, Ohio Digital Library, etc. in many respects, but it has clear advantages for students;
  - b. Users use their email address and not library card number to sign in;
  - c. There is a 21-day use period, and if the user needs the item longer they can easily return it and then take it out again for another 21-day period;
  - d. There is a 25 item per month maximum;
  - e. When used to download comics, Hoopla optimizes the comic to fit the device being used;
  - f. When used for research, the user has the ability to make notes, highlight, etc., and these will remain even if the item has to be returned and taken out again (see c. above).
2. Director Neubauer commented that we pay a small fee ranging from about \$1.25 to \$2.50 per item,

## **Old Business**

1. Library Response to COVID-19:
  - Neubauer provided the following update:
    - a. Not much has changed in terms of foot traffic;
    - b. One staff member contracted COVID-19 (from someone not associated with the library) that resulted in three (3) staff members needing to be quarantined.
    - c. One of the quarantined staff members subsequently tested positive for COVID-19.

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: April 21, 2021

Page 2 of 3

- d. There are no plans to extend hours as foot traffic in the evening is very low, and historically is always very low during the summer.
- Trustee Westlake asked what percentage of employees have been vaccinated. Neubauer replied that she believed 6 have been fully vaccinated and that she did not know the number that have received their first shot.

## New Business

1. Loan Payoff:
  - Williams informed the Board that the loan with Andover Bank was paid off on April 14, 2021.
  - Williams also informed the Board the initial loan was a 15-year \$4,350,000 loan dated December 19, 2014, and that it was paid off in just 6 years and 4 months.
  - Westlake asked what was being done to celebrate the “burning of the mortgage”? Neubauer replied that a celebration was being planned to include stakeholders. After discussion the consensus was to have the celebration in conjunction with the June 2021 Board meeting.
2. Board Meeting Venue:
  - Eckart asked if everyone was comfortable to resume meeting in person, and all said they were. Therefore, future Board meetings will be in person, beginning with the May 2021 meeting.
3. Public Service Policy Introduction Revision:
  - Neubauer explained the revision allows the Director to make grammatical and typo type corrections without Board approval.

**Westlake moved and Skleres seconded motion to approve the revised Public Service Policy Introduction as presented, all Ayes.  
2021-20.**

4. After-hours Buildings/Grounds Use Request
  - Neubauer asked the Board to approve the request as presented, including waiving the \$25.00 per 30-minute charge because library staff have volunteered to perform the duties covered by the \$25.00 fee.
  - Eckart asked if additional consideration should be given to what the library offers for use of its venues and market to specific users (i.e. weddings). Neubauer replied she will reevaluate current meeting room and buildings/grounds use policies.

**Skleres moved and Avsec seconded motion to approve the after-hours request as presented, all Ayes.  
2021-21.**

## Items Too Late for Agenda

1. Neubauer informed the Board the maple tree adjacent to the W 44<sup>th</sup> Street entrance was damaged beyond repair during the April 20-21 snowstorms. The tree and stump will be removed ASAP.
2. Trustee Hamper informed the Board that the ACDL Foundation membership drive is having success. To date, 7 mail in donations have been received and there are 5-6 new online members.
3. Avsec informed the Board she has been reappointed to the Board by the County Commissioners.

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: April 21, 2021

Page 3 of 3

## Executive Session

Westlake moved and McCain seconded motion to enter into executive session at 7:13 PM to discuss sale of property, with no action expected after returning from Executive Session. Upon roll call, all voted Aye.

2021-22.

The Board returned from Executive Session at 7:33 PM.

Hearing no further business, Eckart adjourned the meeting at 7:34 PM.

**Next Board Meeting:**            **Wednesday, May 19, 2021**  
   **Regular Meeting**  
   **6:30 PM**  
   **Ashtabula Public Library**



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary