

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 18, 2023

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The Board of Trustees Regular Meeting was held from 5:30 PM to 7:11 PM at Ashtabula Public Library

President Westlake called the meeting to order at 5:30 PM with the following Trustees, staff and guests present:

Trustees: Avsec, Butler, Eckart, Hamper, Skleres, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: None

Absent: None

Guests: Karen Bertholf, Jennifer Capo, Ric Consiglio, Ryan Whelpley

### Public Comments / Announcements / Communications

1. None

### Board Announcements.

1. President Westlake introduced Jennifer Capo (potential board member), and then asked the ACDL Board members and ACDL staff present to introduce themselves.

### Oath of Office

Karen Bertholf (Notary Public) administered the Fiscal Officer and Assistant Fiscal Officer oaths of office to Edward Williams and Penny Neubauer, respectively.

### Consent Agenda

**Eckart moved and Skleres seconded motion to approve the Consent Agenda as presented, all Ayes. 2023-02.**

### Ashtabula Library Branch Update

Ashtabula Branch Manager Ryan Whelpley provided the Board with information regarding the Library Branch:

- The Vending Machines were removed by the vending company, and the space may be used for a tool lending library.
- Programming from outside providers continues to grow.
- The Signature Health Van visits have proved to be very popular.
- The Ashtabula staff is being urged to complete the programming calendar for the year.
- There were 35 participants for a program that was held between Christmas and New Year's Eve.
- Planning for the Winter Carnival (2/20/23) and Summer Reading is completed.
  - a. President Westlake pointed out broken ceramic baseboard, Whelpley replied Josh Roderick was working on the repair.
  - b. Westlake asked where do we need to improve our library", Whelpley replied we needed more kids in the building.

### Candid Grants Update

ACDL Librarian Ric Consiglio provided the following update:

- He is the Funding Information Network (FIN) trainer for ACDL. FIN is the parent organization of Candid database.
- Candid users must be in the Library to use the database.

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- Detailed information on grant making organizations is maintained by Candid.

### Old Business

1. Bookmobile
  - Neubauer informed the Board a gas engine 4x4 “box truck” bookmobile costs approximately \$351,000 and there is an approximate one-year lead time. Neubauer also informed the Board a diesel engine version of the same vehicle costs approximately \$367,000 with the same lead time.
    - a. Trustee Avsec asked if the truck was modular, Neubauer answered yes, it is the best fit for us.
    - b. Trustee Skleres asked if a CDL was needed to drive the truck, Neubauer answered no.
1. Geneva & Ashtabula Expansion Projects Update
  - Geneva Expansion -Neubauer informed the Board she will be meeting with Rich Ziska on 2/16/23.
  - Ashtabula Expansion - Neubauer informed the Board the YMCA expects to have a new Executive Director in place by 3/31/23, and per Alex Iarocci (County Land Bank) the Y project is a part of the Counties ACA Plan.

### New Business

1. Committee Assignments – Westlake informed the Board the committee assignments for 2023 will be the same as the 2022 assignments.
2. Ethics and Conflict of Interest Policies – the statements were distributed to and signed by the Board members.
3. 2022 Incident Reports – the 2022 Incident Reports were distributed.
4. Approval of the Final Revenue Status for 2022

**Eckart moved and Hamper seconded motion to approve the Final Revenue Status for 2022. Upon roll call, all voted Aye.**

**2023-03.**

5. Approval of the Final Appropriation Status for 2022

**Eckart moved and Hamper seconded motion to approve the Final Appropriation Status for 2022. Upon roll call, all voted Aye.**

**2023-04.**

6. Resolution Authorizing the establishment of Fund 5001 – Lakeside HS Library Fund

**Eckart moved and Avsec seconded motion to establish Fund 5001 – Lakeside HS Library Fund Upon roll call, all voted Aye.**

**2023-05.**

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7. Approval of Lakeside HS Library Appropriation Codes

**Eckart moved and Avsec seconded motion to approve Lakeside HS Library Appropriation Codes, all Ayes.**

**2023-06.**

## Items Too Late for Agenda

1. Approval of the minutes from the 1/13/2023 Emergency Board Meeting.

**Butler moved and Skleres seconded motion to approve the minutes from the 1/13/2023 Emergency Board Meeting, all Ayes.**

**2023-07.**

2. Supplemental Appropriation

**Eckart moved and Avsec seconded motion to approve the supplemental appropriation for the Fund 5001 – Lakeside HS Library Fund Upon roll call, all voted Aye.**

**2023-08.**

3. Westlake informed the Board he was told by the County Commissioners that the Commissioners want three (3) names for each open Board seat. Westlake asked the ACDL Board members to forward any possible board-seat candidates to him.

## Executive Session

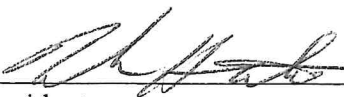
1. Westlake informed the Board an Executive Session was needed to discuss employee appointment, employment, and compensation, and that no action is expected upon returning to Regular Session.

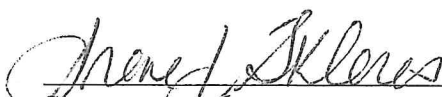
**Eckart moved and Hamper seconded motion to enter into Executive Session at 6:55 PM to discuss employee appointment, employment, and compensation. Upon roll call, all voted Aye.**

**2023-09.**

The Board returned to Regular Session at 7:10 PM.

**Hearing no further action, Westlake adjourned the meeting at 7:11 PM.**

  
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President

  
\_\_\_\_\_  
Secretary

**Next Board Meeting:**

**Special Board Meeting & Board Retreat  
The Lodge & Conference Center at Geneva-on-the-Lake  
Saturday February 25, 2023  
8:30 AM – Noon**