

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 25, 2023

Page 1 of 4

The Board of Trustees Special Meeting and Retreat was held from 8:30 AM to 11:58 AM at The Lodge & Conference Center at Geneva-on-the-Lake

President Westlake called the meeting to order at 8:30AM 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: Jennifer Capó, Antonia Kohler, Josephine Misener, Liz Penna (arrived at 10:25 AM)

Public Comments / Announcements / Communications

1. None

Board Announcements.

1. President Westlake welcomed all and asked ACDL board members, administration and guests to introduce themselves.

Consent Agenda

- Ms. Avsec remarked about the amount of work and programming is amazing, Ms. Skleres concurred.

Skleres moved and Butler seconded motion to approve the Consent Agenda as presented, all Ayes. 2023-10.

2023 Permanent Appropriations

Eckart moved and Skleres seconded to approve the 2023 Permanent Appropriations as presented.

Upon roll call, all voted Aye.

2023-11.

State of ACDL – Looking Forward

Director Neubauer provided the following

- 2022 Circulation was up 19% over 2019.
- Registration Patron count has increased.
- Adding a 3rd notary to meet demand, notary services up 190% over 2019.
- DVD is down 60% from 2019.
- Hoopla up 24 % over 2019.
- Kanopy up 98% over 2019.
- Circulating nine (9) ROKU devices, may add more.
- E-books up 33% over 2019.
- Adult Fiction up 16% in Ashtabula over 2019.
- Foot traffic down 29% overall (40% in Ashtabula, 11% in Geneva, 50% Bookmobile).
- Staff was very supportive of the levy campaign.
- Current Bookmobile quote is \$344,000; later in the meeting Neubauer will be asking for approval to buy a new vehicle at a cost not to exceed \$370,000.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 25, 2023

Page 2 of 4

- a. Avsec commented the Bookmobile is a great way to reach underserved populations in trailer parks, etc.
- b. Ms. Eckart stated she appreciated the amount of due diligence put into the bookmobile proposal
- c. Mr. Butler commented the bookmobile replacement was discussed during first retreat he attended in 2019 and that it is wonderful it is now happening.
 - Neubauer informed the Board that a new CEO of the Y has been named, and the Y Board will probably proceed with a fund-raising feasibility study.
 - Neubauer informed the Board that she believed the Geneva expansion is absolutely essential and needs to be pursued.
 - Neubauer informed the Board a State Library staff member with expertise in space-needs will survey the Ashtabula Library in the Spring / Summer of 2023.
 - Strategic planning will begin during the Fall of 2023. The plan will be facilitated by the State Library and will be paid for by a LSTA Grant.
 - Neubauer informed the Board she believed a library system our size needs just one (1) maker space.
 - A recent survey revealed that current weaknesses at Geneva Public Library include echoing, computer access (youths), noise issues, lack of a quiet space, not enough supervision.
 - Neubauer informed the Board an upgrade of Geneva's A/V system for remote access is being contemplated at a cost of \$8,000.
- d. Westlake distributed and reviewed the attached Meeting Room Usage % analysis.

Financial Projections / Borrowing to Build

- Williams distributed and explained the three (3) 10-year financial projections that are attached.
- Numerous Board members expressed an uneasiness to borrow for a 25-year period to help finance construction at Geneva.

Break

The Board took a break from 10:00 AM to 10:15 AM

Visioning

- Westlake asked each person present to share their vision for ACDL over the next 3 – 5-year period.
 - a. Avsec's vision includes focusing on the Geneva expansion, Bookmobile replacement, and Technology.
 - b. Ms. Kohler's vision includes the Ashtabula Library to become more of a community center, and for ACDL to continue to increase the number of community partnerships.
 - c. Neubauer's vision includes wanting the community to realize ACDL will "bend over backwards" to meet community needs.
 - d. Ms. Eckart's vision includes the community thinking ACDL is "the first place thought of".
 - e. Williams' vision includes a continued focus on finances so the Board has the resources to carry out its mission.
 - f. Ms. Capo's vision concurs specifically that of Neubauer and Eckart.
 - g. Ms. Hamper's vision includes the Library maintain its "neutral nature" so it can embrace equality of access.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 25, 2023

Page 3 of 4

- h. Butler's vision includes expanding virtual use and access.
- i. Ms. Meisner's includes the Library being the center of the community and continued progress reaching unserved populations.
- j. Ms. Skleres' vision includes focusing on the Geneva expansion and Bookmobile replacement.
- k. Westlake's vision included the "Big 3" (Bookmobile, Geneva Expansion, Ashtabula space needs), YMCA Lease, more self-checkout, more descriptive signage, adding/creating conference rooms for 10 – 15 participants), an emphasis on personal service, and facilitating remote work for individuals and businesses.
- l. Neubauer added
 - o ACDL will continue to partner with the YMCA, that she has a meeting scheduled with the new CEO, and that we can partner without building a new building.
 - o The green folder includes the marketing materials provided to each outside group that uses the Library (inserts are appropriate to the group).
 - o A large part of the board members responsibility is to promote and educate the public about the Library.
- m. Ms. Penna's vision includes an increase diversity of books in the children's collection, more programming for middle school kids at Geneva, and more programming for seniors.
 - o Neubauer reminded the board that one of the challenges at Geneva is after a long day in the classroom many of the kids do not want to participate in structured programs, they just want to hang out with their friends.
 - o Ms. Capo asked if the Library has applied for a 21st Century Community Center Learning Grant, and Ms. Capo stated she would provide information.

Bookmobile

- Neubauer requested permission to acquire a new Bookmobile (with a Ford F-600 chassis), at a cost not to exceed \$370,000.

Avsec moved and Butler seconded motion to approve the Director's request as presented. Upon roll call, all voted Aye.

2023-12.

Capital Planning

- Westlake informed the Board that VendRick Construction is estimating \$350 - \$400 per square foot.
- Williams stated that he believed the Board should focus on the Geneva expansion and wait for the results of the Ashtabula space study.
- Eckart stated she was comfortable with a 15-year amortization for a construction loan.
- After discussion, the Board felt an approximate 10,700 square foot expansion of the Geneva building is needed.
- Westlake and Neubauer will be meeting with Rick Ziska in the near future to start the design process.
- Williams stated he felt there is ample appropriations in the Development Fund to pay for design.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 25, 2023

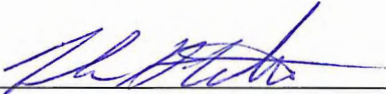
Page 4 of 4

- Westlake asked Williams to create a 10-year projection incorporating a 15-year amortization.

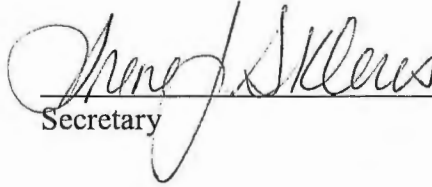
Wrap Up

- Westlake thanked all for attending and participating in the discussion, and he reiterated that this is the best Board he has ever served on.

Hearing no further action, Westlake adjourned the meeting at 11:58 AM.



President



Secretary

Next Board Meeting:

**Regular Meeting
Geneva Public Library
March 22, 2023
5:30 PM**

Board of Trustees of Ashtabula County District Library
Resolution No. 2023 - 11

2023 PERMANENT APPROPRIATIONS

Ernst moved and Sklews seconded motion to approve 2023 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	\$ 3,180,777
Salaries	1000-100-110-0000 - 1000-100-110-0004	\$ 1,320,200
Benefits	1000-100-211-0000 - 1000-100-292-0000	\$ 502,143
Services	1000-100-311-0016 - 1000-100-390-0028	\$ 391,064
Materials	1000-100-411-0028 - 1000-100-416-0000	\$ 334,192
Supplies	1000-100-451-0006 - 1000-100-459-0014	\$ 49,516
Other	1000-100-519-0000 - 1000-100-590-0000	\$ 10,385
Capital Outlay	1000-100-720-0000 - 1000-100-790-0000	\$ 0
Other Financing Uses	1000-900-910-0000 - 1000-990-990-0000	\$ 540,627
Total Expenditures		\$ 3,148,127

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Asset Preservation Fund (4006):		
Interest Income	4006-701-0000	\$ 100
Motor Vehicles	4006-100-770-0000	\$ 28,980

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Development Fund (4007):		
Interest Income	4007-701-0000	\$ 11,328
Transfers In (Future Projects)	4007-931-0000	\$ 267,718
Transfers In (1.25 Mill)	4007-931-0000	\$ 232,282
Expenditures	4007-100-710-0000 - 4007-100-790-0000	\$ 214,099

<u>Description</u>	<u>Account Range</u>	<u>Amount</u>
Lakeside HS Library Fund (5001):		
Revenues	5001-879-0000	\$ 83,310
Expenditures	5001-100-411-0000 - 5001-100-419-0000	\$ 83,310

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Griffith Fund 2 (9752):		
Interest Income	9752-701-0000	\$ 3
Expenditures	9752-789-411-000 – 9752-789-413-0000	\$ 3,366

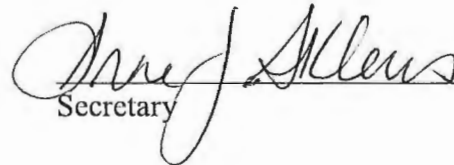
Upon roll call on the passage of the resolution, the vote was as follows:

Avsec YES Butler YES Eckart YES
Hamper YES Skleres YES Westlake YES

The foregoing is a true and correct excerpt from the minutes of the Special meeting on February 25, 2023 of the Board of the Ashtabula County District Library, showing the passage of the resolution hereinabove set forth.



President



Secretary