

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: April 19, 2023

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The Board of Trustees Regular Meeting was held from 5:30 PM to 7:10 PM at Ashtabula Public Library

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

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

Director Neubauer, Fiscal Officer Williams, Digital Branch Manager Thornton

Absent and excused: None

Absent: None

Guests: Josephine Misener, Lowell Beaudoin

Public Comments / Announcements / Communications

1. None

Consent Agenda

Skleres moved and Eckart seconded motion to approve the Consent Agenda as presented, all Ayes. 2023-17.

Digital Branch Library Update

Digital Branch Manager Michael Thornton provided the following update

Technology

- Steady tech updates;
- Geneva will begin receiving internet access from OPLIN on or about 07/01/2023, resulting in both buildings receiving 1 GB speeds;
- Looking to replace the phone system; and
- Looking to Migrate to Microsoft 360 later this year.

Marketing

- Ashtabula's summer reading program is in place, and Geneva's will be soon;
- An application for the John Cotton Dana Award has been submitted; and
- Starting to work on Library Card Sign-Up Month (September).

Tech Services & Collection Development

- Helping to physically refresh materials;
- Increasing use of data to evaluate decisions; and
- Working on a digital collection plan.

Lakeside High School Library

- Now reporting to the Digital Branch manager.

Website

- Recent updates include the Digital Resources & Tools page and the Board page.

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- The Genealogy Page is next in line for an update.
- Adding utilities for optimizing.

Computers in Libraries Conference Recap

- Artificial Intelligence (“AI”) dominated the conference;
- Great demonstrations of Virtual Reality, Augmented Reality, and Mixed Reality;
- The current upheaval in social media was also a hot topic; and
- Demonstrations of using technology to make connections in the community.

Old Business

1. Geneva Project Update

- President Westlake informed the Board he was trying to reduce the amount of wasted space” (currently about 33% of the proposed new square footage);
- Westlake distributed then attached spreadsheet detailing four (4) per foot cost/size scenarios, along with fundraising and grant opportunities;
- Westlake stated a minimum of \$1,000,000 needs to be raised;
- Westlake stated the Teen Room and Teaching Kitchen are good stories to tell;
- Mr. Butler asked if State Senator Sandra O’Brien has been contacted because she is looking for capital projects – Director Neubauer replied we will reach out to her;
- Westlake stated “I don’t know how we can do this;
- Ms. Eckart suggested building in phases;
- Ms. Hamper suggested we talk to agencies like Community Action for additional taking points about the teaching kitchen, and that she agrees it looks like there is a lot of wasted space;
- Neubauer stated we need to have this conversation with our architect;
- Westlake asked “what is our comfort level financially?”; and
- Neubauer asked Fiscal Officer Williams for his recommendation – Williams replied \$4,000,000.

2. Personnel Policy P5.390 Update

- Neubauer withdrew the update.

New Business

1. Motion to approve method of delivery for the Geneva Project

- Westlake briefly explained the process;
- Ms. Avsec said this method makes it very difficult to chinch on quality to drive cost down, and with the Construction Manager at Risk (“CMA”) method of delivery we can select the best value, not the lowest responsive bid.

Eckart moved and Skleres seconded motion to adopt the Construction Manager at Risk method of delivery, all Ayes.

2023-18.

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2. Retain Construction Counsel

- Neubauer recommended the Board retain Squire Patton Boggs as construction counsel.

Avsec moved and Eckart seconded motion to adopt Director's recommendation, all Ayes. 2023-19.

3. Evaluation Committee

- Hamper stated the Board's Facilities/Planning/Development Committee recommends that Westlake, Neubauer and Williams should comprise the CMA Evaluation Committee.

Butler moved and Skleres seconded motion to adopt Committee's recommendation, all Ayes. 2023-20.

4. Supplemental Appropriations

Eckart moved and Skleres seconded motion to the Supplemental Appropriations as presented. Upon roll call, all voted Aye. 2023-21.


Items Too Late for Agenda

- Neubauer informed the Board that the organizational design has been changed to reflect
 1. The Emerging Technology Librarian is now reporting to the Digital Branch manager, and
 2. The open Youth Services Manager position, when filled, will report to the Ashtabula Branch manager, and will be responsible for activities at both Ashtabula and Geneva with appropriate staff as direct reports.
- Neubauer informed the Board about a recent incident that happened at Geneva.
- Williams informed the Board alternatives for property, casualty and auto insurance is being explored.

Hearing no further action, Westlake adjourned the meeting at 7:10 PM.



President



Secretary

Next Board Meetings:

**Regular Meeting
Ashtabula Public Library
May 17, 2023
5:30 PM**

Corrections to the minutes of April 19, 2023:

Digital Branch Library Update:

Technology

- Looking to Migrate to Microsoft 360 365 later this year.

New Business

2. Retain Construction Counsel

- Neubauer recommended the Board retain Squire Patton Boggs as construction counsel. **Avsec moved and Eckart seconded the motion to ~~adopt the Director's recommendation~~ retain Squire Patton Boggs as construction counsel and authorize the Director to proceed with posting the Notice Request for Qualifications for a Construction Manager at Risk when received from counsel, All Ayes. 2023-20.**

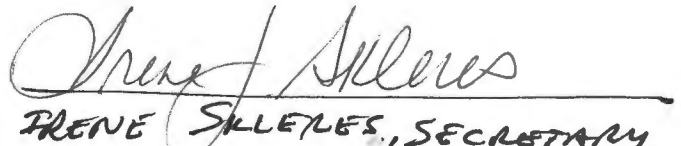
Evaluation Committee

- Hamper stated the Board's Facilities/Planning/Development Committee recommends that ~~Westlake~~ the Building/Planning/Development Committee, Neubauer and Williams should comprise the CMA CMR Evaluation Committee.

Butler Moves and Skleres seconded motion to adopt Committee's recommendation, all Ayes. 2023-21.

Submitted,
Tom Westlake
May 17, 2023


THOMAS WESTLAKE, PRESIDENT


IRENE SKLERES, SECRETARY