

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: June 21, 2023

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The Board of Trustees Regular Meeting was held from 5:30 PM to 6:30 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, Hamper, Kohler, Misener, Skleres, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: None

Absent: None

Guests: None

Public Comments / Announcements / Communications

1. None

Consent Agenda

Butler moved and Misener seconded motion to approve the Consent Agenda as presented, all Ayes.

2023-26.

Old Business

1. Geneva Project Update
 - Director Neubauer distributed north, south, east and west elevations prepared by Rick Ziska;
 - Neubauer informed the Board that the plan to revise the book drop has been eliminated;
 - Neubauer stated the first 2-3 parking spaces in the “front: parking lot will be designated for handicap parking and the front doors will have handicap “openers”;
 - President Westlake pointed out the above two changes will eliminate the need for substantial parking lot and sidewalk modifications;
 - Neubauer informed the Board that the same metal siding used on the clearstory will be used above the brick on the front of the addition; and
 - Neubauer stated the existing bathroom commodes will likely be retained.

New Business

1. Supplemental Appropriation

Skleres moved and Hamper seconded motion to approve the \$870.05 Supplemental Appropriation for account 9752-789-411-0000. Upon roll call, all voted Aye.

2023-27.

2. Ohio Plan Insurance

Skleres moved and Kohler seconded motion to contract with the Ohio Plan for the Library’s property, casualty, auto, liability, umbrella, crime, cyber, terrorism, employee benefits liability, employer’s liability, public officials’ errors and omissions & employment liability, and prior acts coverages at an annual cost of \$19,225.00, effective July 1, 2023. Upon roll call, all voted Aye.

2023-28.

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3. MBS Corporate Resolution

Skleres moved and Avsec seconded motion to approve the MBS Corporate Resolution, all Ayes. 2023-29.

4. Personnel Manual and Public Service Policy Updates

- Ms. Avsec informed the Board that the Operations/Personnel Committee recommends approval of the updates;
- Ms. Hamper stated the language of Policy P 4.39.1 (page 42) makes it sound like ACDL is an FMLA covered employer;
- Neubauer replied because ACDL is a public employer we are a covered employer, but because less than 50 people are employed, ACDL employees are not eligible for FMLA leave.
- Ms. Skleres stated employee eligibility is clearly stated in policy P 4.39.1 (page 41);
- Hamper suggested eliminating the requirement that employees must exhaust paid time-off as stated in Policy 4.39.1 (page 42);
- Neubauer stated this is a permissive requirement in the FMLA, and that in the event ACDL employees become eligible for FMLA leave the Library will require the employee to exhaust their paid time-off; and
- Avsec suggested that flipping the paragraphs so that eligibility is first and entitlement is second.

Skleres moved and Butler seconded motion to approve the updated Personnel Manual and Public Service Policy updates as presented, all voted Aye.

2023-30.

5. Capital Campaign Committee

- Westlake informed the Board that the Evaluation Committee met on 6/20/23 to evaluate the four companies that responded to the RFQ, and three firms will be invited to submit an RFP, which will be evaluated on 7/17/23;
- Westlake stated a cost estimate for the project should be available by 7/17/23;
- Westlake asked Fiscal Officer Williams for a recommendation on how to fund the project. Williams replied assuming a \$4,000,000 project, the breakdown would be \$2,400,000 cash (from maturing CDs), \$600,000 in donations, and a net of \$1,000,000 (15-year term) in debt to be paid by the General Fund.
- Westlake announced he is establishing an ad-hoc Capital Campaign Committee consisting of the following members:
 1. Westlake and Neubauer Co-chairs (Neubauer is the lead)
 2. Hamper and Skleres
 3. Williams, Geneva Branch manager Lauren Webster and ACDL Marketing Coordinator Rebecca Moisiso
- Neubauer stated we also need to raise money for the new Bookmobile.

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Items Too Late for Agenda

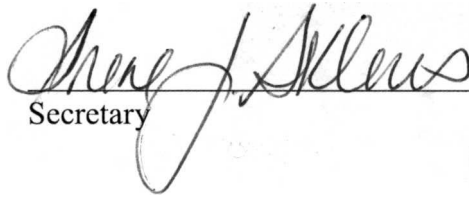
Skleres moved and Avsec seconded motion to approve the report of the Evaluation Committee as presented, all voted Aye.

2023-31.

Hearing no further action, Westlake adjourned the meeting at 6:30 PM.



President



Secretary

Next Board Meeting:

**Regular Meeting
Geneva Public Library
July 19, 2023
5:30 PM**