

Gather Read Discover Transform

Board Meeting Agenda

Ashtabula Public Library
Wednesday, August 20, 2025
5:30 p.m.

Board of Trustees

Thomas Westlake
President
(5/18/2026)
Appointment-County
Commissioners

Carmen Hamper
Vice President
(5/18/2027)
Appointment-Judges,
Court of Common Pleas

Irene Skleres
Secretary
(5/17/2029)
Appointment-Judges,
Court of Common Pleas

Matthew Butler
(5/17/2032)
Appointment-Judges,
Court of Common Pleas

Susan Avsec
(5/17/2028)
Appointment-County
Commissioners

Josephine Misener
(5/17/2031)
Appointment-County
Commissioners

Antonia Kohler
(5/17/2030)
Appointment-County
Commissioners

Administration

Penny Neubauer
Director/
Deputy Fiscal Officer

Ed Williams
Fiscal Officer

Karen Bertholf
Administrative Assistant

Open to the Public

Call To Order.....Westlake

Public Comments/Announcements/Communications.....Westlake
The Board accepts comments, but may not respond to them, preferring instead to consider them at another time. Each person wishing to make comment to the Board shall (a) be given three (3) minutes to speak and (b) shall provide his name and address for inclusion in the official record of the Board. The minutes of the Board will reflect the comments made by members of the public.

Board Announcements.....Westlake

Consent Agenda – Board Acceptance and Approval of the Following:

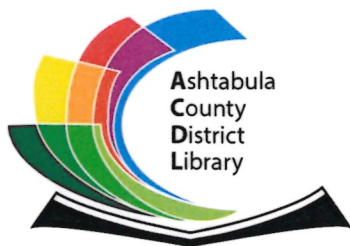
A. July Board Meeting Minutes	Pages 1-2
B. Special Board Meeting Minutes	None
C. Administrative Reports	Pages 3-11
D. Written Committee Minutes or Reports	
Executive/Finance/Audit	Page 12
Facilities/Planning/Development	None
Operations/Personnel	None
Nominating	None
Ad Hoc Geneva Fundraising	None
E. Fiscal Officer's Reports	
E1. Investment Ledger	Page 13 See attached
E2. Bank Reconciliation	Pages 14-16
E3. Payment Listings	Pages 17-18
E4. Fund, Revenue and Appropriation Summary	Pages 19-25
E5. Monthly Donations	Page 26 See attached
E6. Income & Revenue and Expense Summaries	Pages 27-28 See attached
E7. General Fund Revenue & Expenditure Report	Page 29 See attached
E8. Combining Report	Page 30 See attached
E9. Interfund Transfers	None
E10. Pay Rate Approval	Page 31 See attached
E11. Quarterly Technology Report	None

Are there any items needing corrections or quick clarifications?

Are there any items that should be withdrawn for further discussion?

Motion to Approve the Consent Agenda.....Westlake

Ashtabula Branch Update.....Thornton



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Old Business

New Business

1. Approve New Copier Lease Agreement (Page 32).....Neubauer
2. Approve Quote for Geneva 15 Ton UTR.....Neubauer
3. Approve New Appropriation Account #1000-100-459-0015 Makerspace Supplies.....Williams
4. Approve following New Appropriation Accounts.....Williams
 - #1000-930-930-0000 Contingencies (\$5,000)
 - #1000-110-459-0015 Other-Supplies (Makerspace Supplies) \$5,000
5. Approve the 2026 Tax Budget (Pages 33-40).....Williams
6. Approve New Public Service Policies.....Neubauer
 - PS 2.4 – Makerspace Use Policy (Pages 41-45)
 - PS 2.41 – Makerspace Appointment Policy (Pages 46-47)
 - PS 2.5 – Student Laundry Room Use Policy (Pages 48-49)
 - The Studio Release of Liability Waiver (Pages 50-55)
7. Geneva Friends Request for After-hours Usage (Page 56).....Neubauer
8. Close Monday, October 13 for Staff Day.....Neubauer
9. Consider moving Board Meeting Date/Time.....Westlake

Items Too Late for Agenda

Next Board Meeting: September 17, 2025, Ashtabula Public Library, 5:30 p.m.

Motion to Adjourn:.....Westlake

"Libraries are not made; they grow."

~ Augustine Birrell (1850-1933)