



Ashtabula
County
District
Library

Gather Read Discover Transform

Board Meeting Agenda

Geneva Public Library

Wednesday, October 15, 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. August Board Meeting Minutes	Pages 1-3	
B. Special Board Meeting Minutes	None	
C. Administrative Reports	Pages 4-13	
D. Written Committee Minutes or Reports		
Executive/Finance/Audit	None	
Facilities/Planning/Development	None	
Operations/Personnel	None	
Nominating	None	
Ad Hoc Geneva Fundraising	None	
E. Fiscal Officer's Reports <u>Approvals for August and September</u>		
E1. Investment Ledger - August	Page 14	See attached
E2. Bank Reconciliation - August	Pages 15-17	
E3. Payment Listings - August	Pages 18-19	
E4. Fund, Revenue and Appropriation Summary - August	Pages 20-26	
E5. Monthly Donations - August	Page 27	See attached
E6. Income & Revenue and Expense Summaries - August	Pages 28-29	See attached
E7. General Fund Revenue & Expenditure Report - August	Page 30-31	See attached
E8. Combining Report - August	Page 32	See attached
E9. Interfund Transfers - August	Page 33	See attached
E10. Pay Rate Approval - August	Page 34	See attached
E11. Quarterly Technology Report - August	None	
E12. Investment Ledger - September	Page 35	See attached
E13. Bank Reconciliation - September	Pages 36-38	
E14. Payment Listings - September	Pages 39-40	
E15. Fund, Revenue and Appropriation Summary - September	Pages 41-47	
E16. Monthly Donations - September	Page 48	See attached
E17. Income & Revenue and Expense Summaries - September	Pages 49-50	See attached



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E18. General Fund Revenue & Expenditure Report - September	Page 51	See attached
E19. Combining Report – September	Page 52	See attached
E20. Interfund Transfers - September	Page 53	
E21. Pay Rate Approval – September	Page 54	See attached
E22. Quarterly Technology Report - September	Page 55	

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

Geneva Branch Update.....Whelpley

Old Business

1. Comprehensive Plan (Pages 56-62).....Westlake

New Business

1. Approve Update of Public Services Policy 1.21 – Holidays (Page 63).....Neubauer
2. Close at 5pm Friday, December 19 for Staff Parties.....Neubauer
3. Board of Trustees 2026 Meeting Dates.....Westlake
4. Trustee Fraud Reporting Training (Page 64).....Neubauer
5. Personnel/Operations Committee to prepare for Williams initial Performance Review and provide salary recommendations per Director and Fiscal Officer.....Westlake

Items Too Late for Agenda

Next Board Meeting: November 19, 2025, Ashtabula Public Library, 5:30 p.m.

Motion to Adjourn.....Westlake

"It does not matter how many books you may have, but whether they are good or not."

~ Epistolae Morale, Lucius Annaeus Seneca (3 B.C.-65 A.D.)