

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: November 15, 2023

Page of 3

The Board of Trustees Regular Meeting was held from 5:35 PM to 7:53 PM at Ashtabula Public Library

President Westlake called the meeting to order at 5:35 PM with the following Trustees, staff and guests present:

Trustees: Butler, Kohler, Misener, Skleres, Westlake; Trustee Hamper arrived at 5:40 PM

Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustee Avsec

Absent: None

Guests: None

Public Comments / Announcements / Communications

1. None

Board Announcements

1. None

Consent Agenda

Butler moved and Skleres seconded motion to approve the Consent Agenda as presented, all Ayes. 2023-50.

Old Business

1. Geneva Project Update
 - Director Neubauer informed the Board that the Robert S. Morrison Foundation has committed to a \$125,000 grant, payable over 5-years, for the Geneva Expansion. President Westlake added that the RSMF grant is subject to naming rights.
 - Neubauer informed the Board that the estimate from Library Design Associates for FFE and flooring is \$222,700 + 6% - 9% contingency.
 - Westlake informed the Board the Ashtabula Foundation has not decided on the Library's request for a \$250,000 grant.
 - Neubauer informed the Board the City Zoning department will not require additional parking in order to issue a conditional permit, but the issue will be reviewed in 5 years.
2. New Bookmobile Update
 - Neubauer informed the board that the Ford F600 4x4 originally ordered has not yet been scheduled for production. The vendor, Faber, suggested changing to a F550 2x4 Diesel for an additional \$3,500 which should be available by late summer 2024. Trustee Skleres suggested collaborating with the school district for fuel purchases. Hamper asked if other costs associated with the new Bookmobile are going up, Neubauer replied no.

RECORD OF PROCEEDINGS
ASHTABULA COUNTY DISTRICT LIBRARY

Held: November 15, 2023

Page of 3

New Business

1. 11/15/23 Fight at Geneva Library

- Director Neubauer informed the Board that two (2) middle school girls were involved in a fight at the library after school. The parents were contacted. As a result of the fight, a “three strikes and you are out” policy has been implemented. Neubauer commented that behavior problems with the middle-schoolers are untenable. Trustees discussed several ideas. A part-time social worker to be present and work with the middle-schoolers will be pursued.

2. Special Meeting Minutes

**Skleres moved and Misener seconded motion to approve the 10/26/2023 Special Meeting Minutes, all Ayes.
2023-51.**

3. Finance Committee Meeting Minutes

**Skleres moved and Misener seconded motion to approve the 11/13/2023 Finance Committee Minutes, all Ayes.
2023-52.**

4. 2023 Supplemental Appropriations

**Skleres moved and Butler seconded motion to approve the Supplemental Appropriations as presented. Upon roll call, all voted Aye.
2023-53.**

5. 2024 Temporary Appropriations

**Skleres moved and Hamper seconded motion to approve the 2024 Temporary Appropriations as presented. Upon roll call, all voted Aye.
2023-54.**

6. Personnel Policies – P5.41 Civility and P5.42 Bullying

- Neubauer recommend leaving the policy as is, and drop the sign-off.
- Westlake stated the Personnel Committee supported the recommendation.
- Trustee Kohler read Trustee Avsec’s written statement (attached).
- Neubauer stated she felt disrespected by the Committee’s actions.
- Westlake suggested to put the issue behind us.

**Skleres moved and Kohler seconded motion to approve the policy changes as presented, all Ayes.
2023-55.**

- Neubauer stated she will hold the sign-off page in abeyance.

RECORD OF PROCEEDINGS
ASHTABULA COUNTY DISTRICT LIBRARY

Held: November 15, 2023

Page of 3

7. Appoint Nominating Committee

Westlake informed the Board that the following Trustees that volunteered are appointed to the Nominating Committee: Butler, Hamper, Skleres

8. Geneva Project Financing

- Fiscal officer Williams will set up a meeting with a key Geneva community member to discuss fundraising opportunities and strategies.

Items Too Late for Agenda

1. None

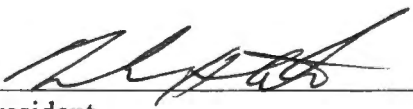
Executive Session to Discuss Employee Appointment, Employment, and Compensation.

1. Westlake stated that no Board action will take place after the Board returns from Executive Session.

Hamper moved and Butler seconded motion to enter into Executive Session at 6:56 PM for the purpose stated above. Upon roll call, all voted Aye.
2023-56.

The Board returned to Regular Session at 7:52 PM.

Hearing no further business, Westlake adjourned the meeting at 7:53 PM



President



Secretary

Next Board Meeting:

**Special Board Meeting
Ashtabula Public Library
December 6, 2023
5:30 PM**

**Regular Meeting
Ashtabula Public Library
December 20, 2023
5:30 PM**

Susan Avsec comments to the Ashtabula County District Library Board regarding the new personnel policies "Civility" and Bullying" November 15, 2023

Per the Operations Committee report, the committee found the policies on "Civility" and Bullying" ready to present to the board for approval. During our research into the policies, we found that some of the P5.3 and P5.4 personnel policies were over 5 years old. Our suggestion was that those policies be revisited so that the new policies such as those presented to the board tonight and any new policies in the future fit into a logical arrangement.

Most places I have worked have a comprehensive employee handbook which employees sign indicating that it was received, read, and understood. Subsequent training with evidence of attendance reinforced the code of conduct culture. Although I am not an attorney, the signing of the handbook was made as important as the signing of the employment contract. I have read that such signing constitutes a legal contract that both the employee and employer must follow. My point is that all documents that our library employees are asked to sign appear to carry legal implications. I believe such documents need to fall under our "policies" not in the "procedure implementation" realm, and their contents need to be reviewed by the Board. This includes the proposed " Employee Behavior Commitment " document that is attached to the Civility policy that the Operations committee reviewed as "policy". Tonight, the Board can decide if the content of that policy is something that should be signed by employees.

Pursuant to the needs of the Library, I am delighted that Penny is pulling together a team which will review and update Personnel policies. I think an employee handbook with our policies that recount all employment behavior expectations (including the IT policy) in a comprehensive employee handbook requiring a signature would be the best way forward. The current situation has presented a good opportunity to revisit and enhance our personnel policies as we adapt to a changing societal landscape. If any additional employee training is needed, the Board can include that in our budget. Of course, I am ready to support any decisions the board makes.

**Fiscal Officer Recommendations
November 15, 2023**

1. It is the recommendation of the Fiscal Officer that the Board approve the following Supplemental Appropriations:

1000-100-3xx-xxxx	Purchased & Contracted Services	\$ 35,000.00
1000-100-45x-xxxx	Supplies	\$ 3,000.00
4007-760-300-0026	P&CS – Architect	\$ 86,800.00

Moved: Trustee Skleres Second: Trustee Butler

Roll Call Vote:

Avsec	<u> </u>	Misener	<u>Yes</u>
Butler	<u>Yes</u>	Skleres	<u>Yes</u>
Hamper	<u>Yes</u>	Westlake	<u>Yes</u>
Kohler	<u>Yes</u>		

2. It is the recommendation of the Fiscal Officer that the Board approve 2024 Temporary Appropriations as presented.

Moved: Trustee Skleres Second: Trustee Hamper

Roll Call Vote:

Avsec	<u> </u>	Misener	<u>Yes</u>
Butler	<u>Yes</u>	Skleres	<u>Yes</u>
Hamper	<u>Yes</u>	Westlake	<u>Yes</u>
Kohler	<u>Yes</u>		

**Board of Trustees of Ashtabula County District Library
Resolution No. 2023-54**

2024 TEMPORARY APPROPRIATIONS

Trustee Skleres moved to approve 2024 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	\$ 1,310,375
Salaries	1000-100-110-0000 - 1000-100-110-0004	\$ 369,109
Benefits	1000-100-211-0000 - 1000-100-292-0000	\$ 146,249
Services	1000-100-311-0016 - 1000-100-390-0028	\$ 106,890
Materials	1000-100-411-0028 - 1000-100-416-0000	\$ 92,385
Supplies	1000-100-451-0006 - 1000-100-459-0014	\$ 15,869
Other	1000-100-519-0000 - 1000-100-590-0000	\$ 8,131
Capital Outlay	1000-100-720-0000 - 1000-100-790-0000	\$ 0
Other Financing Uses	1000-900-910-0000 - 1000-990-990-0000	\$ 254,300
Total Expenditures		\$ 992,932

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Debt Service Fund (Fund 3001):		
Revenues	3001-701-0000	\$ 125,686
Expenditures	3001-100-770-0000	\$ 0

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Development Fund (4007):		
Interest Income	4007-701-0000	\$ 2,382
Transfers In (Future Projects)	4007-931-0000	\$ 0
Transfers In (1.25 Mill)	4007-931-0000	\$ 254,300
Expenditures	4007-100-710-0000 – 4007-100-790-0000	\$ 966,214

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Lakeside HS Library Fund (Fund 5001):		
Revenues	5001-879-0000	\$ 20,837
Expenditures	5001-100-411-000 – 5001-100-451-0009	\$ 5,000

<u>Description</u>	<u>Account # Range</u>	<u>Amount</u>
Griffith 2 (Fund 9752):		
Revenues	9752-701-0000 – 9752-931-0000	\$ 0
Expenditures	9752-789-411-000 – 9752-789-413-0000	\$ 2,378

Trustee Hamper seconded the motion.

Discussion:

Upon roll call, the following votes were recorded:

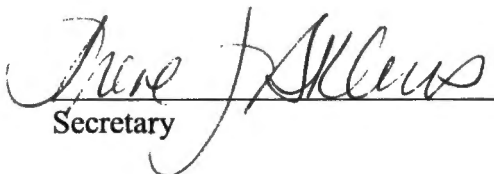
Avsec _____	Butler <u>Yes</u> _____	Kohler <u>Yes</u> _____
Hamper <u>Yes</u> _____	Skleres <u>Yes</u> _____	Misener <u>Yes</u> _____
Westlake <u>Yes</u> _____		

The motion passed.

The foregoing is a true and correct excerpt from the minutes of the meeting on November 15, 2023 of the Board of the Ashtabula County District Library, showing the passage of the resolution hereinabove set forth.



 President



 Secretary