

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 15, 2026

Page 1 of 3

The Board of Trustees Regular Meeting was held from 5:32 PM to 6:17 PM virtually due to inclement weather using Microsoft Teams.

Board President Hamper called the meeting to order at 5:32 PM with the following Trustees, staff and guests present:

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

Director Neubauer

Absent: None

Guests: Karen Bertholf, Administrative Assistant/Notary; Michael Thornton, Ashtabula Branch Manager; Patty Fisher, consultant; Brian Haytcher, Star Beacon

### **Executive Session**

1. Hamper stated that the Board intends to take action after returning from Executive Session.

**Skleres motioned to go into Executive Session to consider the appointment of a Fiscal Officer. Westlake seconded. Upon roll call, all voted Aye. The motion passed 7-0.**

**2026-05**

The Board entered Executive Session at 5:36 PM.

The Board returned from Executive Session at 5:49 PM.

2. Upon returning to Regular Session, Hamper mentioned that the Board did not renew the previous Fiscal Officer's contract and his last day was 12/31/2025, and that Director Neubauer has been acting as Fiscal Officer during the transition.

**Misener motioned to appoint Penny Neubauer as Fiscal Officer. Avsec seconded. Upon roll call, all voted Aye. The motion passed 7-0.**

**2026-06**

### **Swear in Fiscal Officer and Deputy Fiscal Officer**

Swearing in of Fiscal Officer Neubauer will be done in person at the office tomorrow by Ms. Bertholf.

### **Public Comments / Announcements / Communications**

1. None

### **Board Announcements**

1. Committee Assignments. President Hamper assigned the following committee members for 2026:
  - Executive/Finance/Audit: Susan Avsec (Chair) and Toni Kohler

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 15, 2026

Page 2 of 3

- Operations/Personnel: Irene Skleres (Chair) and Tom Westlake
  - Facilities/Planning/Development: Matt Butler (Chair) and Jo Misener
  - Foundation Liaison – Toni Kohler
2. Prepare for Director Review – President Hamper said the Operations/Personnel Committee will work on this as well as the Fiscal Officer job search and Trustee By-Laws.

### Consent Agenda

**Westlake moved to approve the January Consent Agenda as presented. Skleres seconded. Upon roll call, all voted Aye. The motion passed 7-0. 2026-07**

### Old Business

1. None

### New Business

1. Statements: Conflict of Interest & Ethics
  - Will be moved to February board meeting per Director Neubauer.
2. Fiscal Officer Update
  - Hamper provided an update and Patty Fisher (Fisher Financial Services LLC) has been hired as a consultant by Director Neubauer with the Board's approval. Ms. Fisher cannot be appointed Fiscal Officer without proof of bond, and the Board would discuss appointing her in that capacity in the future, if necessary.
3. Motion to produce a count pursuant to RC3375.92
  - Hamper requested a motion be made to do an official count during the fiscal officer transition pursuant to Ohio Revised Code 3375.92.

**Butler made the motion and Kohler seconded. Upon roll call, all voted Aye. Motion passed 7-0.**

### **Motion 2026-08**

- Director Neubauer stated that she has requested a one-year audit for 2025 from the State Auditor once the year has been closed out.
4. Approval of bank account new signers
    - Director Neubauer requested that with the change in leadership the officers authorized to sign checks and have access to accounts need to be updated. The bank is requesting official board minutes as documentation. Westlake mentioned that the December board minutes once signed should meet this requirement.

**Skleres motioned to take named new executive board members as signers to the bank.**

**Butler seconded. Upon roll call, all voted Aye. Motion passed 7-0.**

### **Motion 2026-09**

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 15, 2026

Page 3 of 3

- Director Neubauer asked if Ms. Fisher should have access to online banking under her own account?

**Avsec motioned to have Patty Fisher be an online banking signer upon showing bond for her position as a consultant for ACDL. Misener seconded. Upon roll call, all voted Aye.**

**Motion passed 7-0.**

**Motion 2026-10**

5. 2023 Levy Fund

- Director Neubauer was contacted by Misty Eckert regarding the \$1,200 remaining in the 2023 Library Levy fund and possibly rolling over these funds to the ACDL Foundation to close out this account. President Hamper will follow up with Ms. Eckert.

6. Retreat: Items for discussion

- President Hamper suggested the February board retreat be moved to later in the year until the library's financial situation can be resolved.

**Avsec motioned to have a regular board meeting at the Ashtabula Library on Thursday, February 19, 2026, at 5:30pm. Westlake seconded. Upon roll call, all voted Aye. Motion passed 7-0.**

**Motion 2026-11**

### Items Too Late for Agenda

1. Trustee Skleres pointed out that her name was misspelled once at the end of the January Special Meeting minutes.

**Westlake motioned to approve the January 9, 2026, Special Meeting Minutes with the Skleres spelling correction. Skleres seconded. Upon roll call, all voted Aye. Motion passed 7-0.**

**Motion 2026-12**

**Hearing no further action, Hamper adjourned the meeting at 6:17 PM.**



President



Secretary

**Next Board Meeting:**

Regular Meeting  
February 19, 2026  
Ashtabula Public Library  
4335 Park Avenue, Ashtabula, OH  
5:30 PM