

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: August 20, 2025

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The Board of Trustees Regular Meeting was held from 5:30 PM to 6:40 PM at Ashtabula Public Library, 4335 Park Ave., Ashtabula, Ohio 44004

Board President Westlake called the meeting to order at 5:30 PM with the following Trustees, staff and guests present:

Trustees: Avsec, Kohler, Misener, Skleres, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustees Butler and Hamper

Absent:

Guests: Michael Thornton

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

1. None

### **Board Announcements**

1. None

### **Consent Agenda**

- Trustee Avsec asked about the percentage of payroll reported on the Income & Expense Summary Report. Williams replied the percentages looked inverted and corrections will be made.
- Board President Westlake stated he was not suggesting the Board take action on the possible projects at the August meeting.

**Skleres moved and Kohler seconded motion to approve the August Consent Agenda as corrected. Upon roll call, all voted Aye. The motion passed 5-0. 2025-28.**

### **Ashtabula Branch Update**

1. Ashtabula Branch Manager Michael Thornton provided the following update:
  - The materials acquisition team is getting ready to close out the year, with an emphasis on collection optimization;
  - A re-focus on Microsoft 365 will take place during the upcoming 4<sup>th</sup> quarter,
  - Microsoft Teams will be analyzed with the goal of having it replace Zoom;
  - Website maintenance duties are being distributed to selected employees, for example Karen Bertholf is now responsible for posting Board Meeting Agendas (as requested by Board President Westlake) and Minutes;
  - The Lakeside Junior High School Library is up and running for the 2025-26 school year, and it is being operated by Dwight Meyer.
  - Board president Westlake pointed out the Ashtabula Staff was assigned the task of establishing space needs at APL, Director Neubauer stated the staff has not begun.

### **Old Business**

1. None.

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### New Business

#### 1. Copier Contract

Neubauer informed the Board that ACDL has been able to replace the five (5) leased copiers (each 4.5+ years old) with new copiers, and that a new 5-year lease is at the same monthly rate as the previous lease.

**Kohler moved and Skleres seconded motion to approve the 5-year copier lease with PEAC Solutions at an annual cost of \$8,640.00 as presented. Upon roll call, all voted Aye. The motion passed 5-0.**

**2025-29.**

#### 2. Geneva 15-ton RTU

Neubauer informed the Board that three (3) companies were asked to provide quotes on the replacement of the 15-ton RTU above the Treehouse. When the quotes were received, the quote from Ziegler Heating was very favorable, and that because the Ashtabula Foundation has delivered the remaining \$50,000 of their pledge for Geneva, that she recommended replacing both the 15-ton RTU and the 20-ton RTU (located on the garage roof).

**Avsec moved and Skleres seconded motion to replace both RTU's as recommended, at a total cost of \$60,900. Upon roll call, all voted Aye.**

**2025-30.**

#### 3. New Appropriation Account

**Kohler moved and Avsec seconded motion to add appropriation account 1000-100-459-0015 Makerspace Supplies as recommended. Upon roll call, all voted Aye.**

**2025-31.**

#### 4. Appropriation Transfer

**Skleres moved and Kohler seconded motion to approve the appropriation transfer as presented. Upon roll call all voted Aye.**

**2025-32.**

#### 5. 2026 Tax Budget

**Avsec moved and Skleres seconded motion to approve the 2026 Tax Budget as presented. Upon roll call all voted Aye.**

**2025-33.**

#### 6. New Public Service Policies

**Skleres moved and Avsec seconded motion to approve PS2.4, PS2.41, and PS2.5 as presented. Upon roll call all voted Aye.**

**2025-34.**

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7. Geneva Friends Request for After Hours Use

**Avsec moved and Kohler seconded motion to approve the Geneva Friends request for afterhours use of GPL on 10/11/25 and to waive the usual \$25.00 fee. Upon roll call all voted Aye. 2025-35.**

8. Close October 13 for Staff Day

**Skleres moved and Avsec seconded motion to close the Library on 10/13/2025 for Staff Day. Upon roll call all voted Aye. 2025-36.**

9. Consider moving Board Meeting Day and/or Times.

Trustee Kohler asked the Board to consider moving the day and/or time of the Board meeting to allow her to attend AACSD Board meetings. After a brief discussion, Board President asked to bring possible days and/or times to the September Board meeting, and then Tabled the matter.

**Items Too Late for the Agenda**

1. Supplemental Appropriation

**Avsec moved and Skleres seconded motion to approve the \$ 50,000 Supplemental Appropriation in account 4007-760-750-0041. Upon roll call, all voted Aye. 2025-37.**

2. ACDL Foundation Request for Afterhours Use

**Skleres moved and Kohler seconded motion to approve the request for afterhours use of GPL on 11/08/2025, including use of alcohol and waiving the usual \$25.00 fee. Upon roll call, all voted Aye. 2025-38.**

3. Ashtabula Veteran's Clinic

Neubauer reported the clinic was on track per the developer.

**Hearing no further action, Westlake adjourned the meeting at 6:40 PM.**



President



Secretary

**Next Board Meetings:**

**Regular Meeting  
September 17, 2025  
Ashtabula Public Library  
4335 Park Ave., Ashtabula OH  
5:30 PM**

