

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: October 15, 2025

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The Board of Trustees Regular Meeting was held from 5:30 PM to 6:32 PM at Geneva Public Library, 860 Sherman St., Geneva, Ohio 44041.

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

Trustees: Avsec, Butler (remote), Hamper, Kohler (remote), Misener, Skleres, Westlake

Director Neubauer, Fiscal Officer Williams

Absent and excused: None

Absent: None

Guests: Ryan Whelpley, Lowell Beaudoin

### Public Comments / Announcements / Communications

1. Mr. Beaudin recommended that the Bookmobile be undercoated.

### Board Announcements

1. None

### Consent Agenda

- Board President Westlake stated he was not suggesting the Board take action on the possible projects at the July meeting.

**Skleres moved and Hamper seconded motion to approve the October Consent Agenda as corrected. Upon roll call, all voted Aye. The motion passed 7-0. 2025-39.**

### Geneva Branch Update

1. Geneva Branch Manager Ryan Whelpley provided the following update:

- The staff is doing a great job re-organizing the “old” building;
- The makerspace is keeping busy, with 5 adult programs and 16 kids’ programs to date;

Board President Westlake asked that requests for a makerspace in Ashtabula be tracked.

- The Kitchen is also popular, with the Adult Cookbook Club and MR/DD using the space a couple of times. Sybil Cybulski and Tina Conrad have also used the Kitchen for their “Become a Barista” and “Stir-it-Up” programs, respectively;
- Student after-school attendance remains strong with the game wall, study rooms, VR items and food programs the most favorite;

Trustee Avsec asked about the two (2) RTU’s that needed replace, Director Neubauer replied the work was completed.

### Old Business

1. Comprehensive Plan

- Westlake announced an Ad Hoc Succession Planning Committee has been formed, with Irene Skleres (Chair) and Carmen Hamper serving on the committee.
- Neubauer informed the Board that the one of the outcomes of the 10/13/2025 Staff day was a goal of 25% increased use of the Library.

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### New Business

1. Approve Update of Public Services Policy 1.21 - Holidays.

**Butler moved and Misener seconded motion to approve the update of Public Services Policy 1.21 - Holidays as presented. Upon roll call, all voted Aye. The motion passed 7-0. 2025-40.**

2. Close at 5:00 PM on Friday December 19, 2025 for Staff parties

**Skleres moved and Avsec seconded motion to close at 5:00 PM on December 19, 2025 for Staff Holiday parties. Upon roll call, all voted Aye. The motion passed 7-0. 2025-41.**

3. Board of Trustees 2026 Meeting Dates

**Skleres moved and Misener seconded motion to have 2026 regular Board meetings on the third (3<sup>rd</sup>) Thursday of the month at 5:30 PM, and that the Board Bylaws be revised accordingly. Upon roll call, all voted Aye. The motion passed 7-0. 2025-42.**

4. Trustee Fraud Reporting Training

- Neubauer asked the Board to complete the Auditor of State Fraud Training, and to provide the Fiscal Officer with their Certificate of Completion.
- Fiscal Officer Williams pointed out that because the board members are not elected the training is not mandatory, but it is a good idea to have the board members complete the training.

5. Personnel/Operations Committee

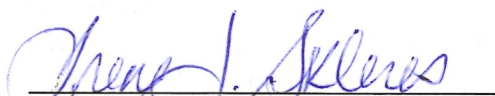
- Westlake announced the Personnel/Operations Committee will meet to prepare the initial performance review of the Fiscal Officer.

### Items Too Late for the Agenda

1. Trustee Hamper reminded the Board that the ACDL Foundation Fundraiser: Books & Brews" is November 8, 2025 at the Geneva Library.

**Hearing no further action, Westlake adjourned the meeting at 6:32 PM.**

  
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President

  
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Secretary

### **Next Board Meetings:**

**Regular Meeting  
November 19, 2025  
Ashtabula Public Library  
4335 Park Ave., Ashtabula OH  
5:30 PM**