

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: March 19, 2026

Page 1 of 3

The Board of Trustees Regular Meeting was held from 5:30 PM to 6:50 PM at the Geneva Library, 860 Sherman Street, Geneva, OH 44041

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

Trustees: Avsec, Butler, Hamper, Misener, Skleres

Director/Fiscal Officer Neubauer

Absent & Excused: Trustees Kohler, Westlake

Guests: Karen Bertholf, Administrative Assistant; Ryan Whelpley, Geneva Branch Manager; Patty Fisher, Financial Consultant; Brian Haytcher, Star Beacon Editor; Lyn Glover, Ashtabula Public Services Manager

Public Comments / Announcements / Communications

1. None.

Board Announcements

1. None.

Consent Agenda

Misener moved to approve the March Consent Agenda and Skleres seconded. Upon roll call, all voted Aye. The motion passed 5-0.

2026-19

Old Business

1. None.

New Business

1. Fiscal Officer Update/Reports
 - Patty Fisher reported that January 2026 is balanced but still working on closing out February as there have been some issues which are trying to be resolved.
 - Trustee Avsec asked if it was possible to provide a report with a total salary for each pay period instead of listing all staff salaries separately. Fiscal Officer Neubauer and Ms. Fisher will work on this.

Skleres made the motion to approve the Fiscal Officer Reports as presented and Butler seconded. Upon roll call, all voted Aye. Motion passed 5-0.

Motion 2026-20

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: March 19, 2026

Page 2 of 3

2. Resolution to approve 2026 Appropriations

- Fiscal Officer Neubauer reported that the 2026 budget is ready for approval and was presented to the Finance Committee. Once the property tax revenue comes in, and if it is what is projected, then hopefully starting April 19th:
 - will not need to cancel cleaning company on Saturdays;
 - will bring back Hoopla (with limits) and Kanopy; but will not bring back Hotspots;
 - full-time staff hours will be returned to 40 hours per week;
 - will bring back one part-time staff to Geneva and two part-time staff to Ashtabula as well as not having to lay off the second full-time staff in Geneva;
 - will restore the materials budget to as close to normal as possible.However, if the property tax revenue comes in reduced, then will go back to the drawing board and pull even more items back out.
- Trustee Asvec mentioned that the library will be moving ahead cautiously and that the new budget has \$35,000 built in as contingency.
- Consultant Fisher mentioned that when this new budget is sent to the County Auditor the Certificate of Assets will need to be amended also.
- Neubauer reported that the library is caught up on all its bills, except medical insurance. Our health insurance provider approved a plan to pay back the owed amount over the course of 2026, with no late fees or interest.

Skleres made the motion to approve the 2026 Appropriations as presented and Butler seconded. Upon roll call, all voted Aye. Motion passed 5-0.

Motion 2026-21

Items Too Late for Agenda

1. Branch Manager Whelpley provided an update on Geneva Library:
 - He has been receiving many positive comments from the community on how beautiful the building is, how great staff are, and is appreciative of the expanded services.
 - The library hosted a Pirate Party in February, without Jungle Terry this year, and there were still over 130 that participated in Geneva. The staff outdid themselves with crafts, etc. This event was featured on the front page of the Star Beacon and as a full page in The Gazette.
 - Bookmobile is going well. The Amish schools really love and count on the bookmobile.
 - The Makerspace is always busy and the teens love it.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: March 19, 2026

Page 3 of 3

Executive Session

1. Hamper stated that the Board intends action after returning from Executive Session. **Skleres motioned to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee or official. Asvec seconded. Upon roll call, all voted Aye. The motion passed 5-0.**
2026-22

The Board entered Executive Session at 6:00 PM.

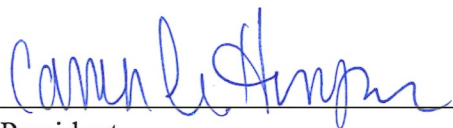
The Executive Director, Penny Neubauer left at 6:15 PM for the board to have discussion. She returned at 6:30 PM where evaluation was shared, reflection of year was shared.

The Board returned from Executive Session at 6:42 PM.

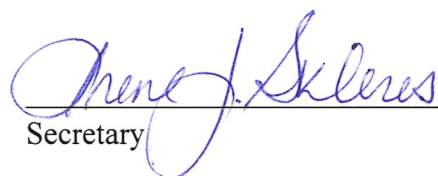
President Hamper announced that the Board completed its annual performance review of Executive Director Penny Neubauer. The Board determined that she has met all established goals and contractual obligations and looks forward to her continued leadership in implementing the strategic plan, supporting the recruitment of a new Fiscal Officer, and developing the Executive Director succession plan.

Misener motioned to renew the contract for the Executive Director and was seconded by Asvec. No further comments were shared. Upon roll call, all voted Aye. The motion passed 5-0.
2026-23

Hearing no further action, Hamper adjourned the meeting at 6:50 PM.



President



Secretary

Next Board Meeting: Regular Meeting
April 16, 2026
Ashtabula Public Library
4335 Park Avenue, Ashtabula
5:30 PM