

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: June 18, 2025

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The Board of Trustees Regular Meeting was held from 5:33 PM to 6:30 PM at Ashtabula Public Library, 4335 Park Ave., Ashtabula, Ohio 44004.

Board President Westlake called the meeting to order at 5:33 PM with the following Trustees, staff and guests present:

Trustees: Avsec (via Zoom), Butler (via Zoom), Hamper, Misener, Skleres (via Zoom), Westlake  
Director Neubauer, Fiscal Officer Williams

Absent and excused: Trustee Kohler

Absent: None

Guests: Mike Thornton

### Public Comments / Announcements / Communications

1. None

### Board Announcements

1. None

### Consent Agenda

1. Fiscal Officer distributed corrected "General Fund Revenue & Expenditure Summary" reports, **Butler moved and Misener seconded motion to approve the May Consent Agenda as corrected. Upon roll call, all voted Aye. The motion passed 6-0. 2025-19.**

### Ashtabula / Digital Library Update

1. Ashtabula Branch & Digital Resources Manager Michael Thornton provided the following update:
  - The staff is developing nicely and working well together after the personnel changes that took place earlier in the year.
  - The quality and quantity of Adult Programming is growing.
  - Summer Reading got off to a slow start , but marketing will kick in soon.
  - The digital team is spending time to make the technology ready to go when the Geneva Addition opens.
  - Networks in both buildings are solid, and Firewalls are the focus of the 2025-26 ERate requests.
  - The migration to Microsoft 365 is complete.
  - Genealogy Programs are increasing rapidly, and the Ashtabula County Genealogy Society is paying the fees for speakers, etc.

### Old Business

1. Geneva Update
  - Director Penny Neubauer informed the Board that the Substantial Completion Date is 06/11/2025.
  - Regency is working on a relatively short punch list.
  - Furniture is still scheduled for the week of July 21.

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- Board President Thomas Westlake stated an Occupancy permit was issued 2-3 weeks ago.
- Trustee Susan Avsec asked who created the punch list? Neubauer replied primarily Architect Rick Ziska, with input from Josh Roderick and herself.
- Avsec also asked how the Makerspace ceiling turned out? Neubauer replied the painting of the sprinkler pipes and duct work turned out really good, and that the unpainted ceiling should not be an eyesore. Neubauer also stated that the Makerspace has been renamed "Studio".

### 2. Property Sale Update

- Neubauer informed the sales agreement had to be re-approved because the original contained an incorrect parcel number. The corrected purchase agreement is item #1 under new Business.

### New Business

#### 1. Board Resolution for Property Sale

**Avsec moved and Hamper seconded motion to Approve the property sale agreement as corrected. Upon roll call, all voted Aye. The motion passed 6-0. 2025-20.**

#### 2. Demonstration Kitchen Policy

- Trustee Josephine Misener asked about after hours use of the Kitchen. Neubauer replied this will normally happen before the Library opens.
- Avsec asked if the policy also applied to afterhours use. Neubauer replied after hours use is covered by the existing after hours use policy.

**Hamper moved and Avsec seconded motion to approve the proposed Demonstration Kitchen Policy as presented. Upon roll call, all voted Aye. The motion passed 6-0. 2025-21.**

#### 3. Property & Casualty Insurance Renewal

- **Misener moved and Hamper seconded motion to approve the renewal of the Property & Casualty Insurance coverage with the Ohio Plan as presented. Upon roll call, all voted Aye. The motion passed 6-0.**

**2025-22.**

#### 4. Approve Employer Contributions for Medical, Dental and Vision Insurance

**Misener moved and Skleres seconded motion to continue to contribute 80% of the monthly Medical, Dental and Vision insurance premiums. Upon roll call, all voted Aye. The motion passed 6-0.**

**2025-23.**

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5. Medical, Dental and Vision Monthly Premiums

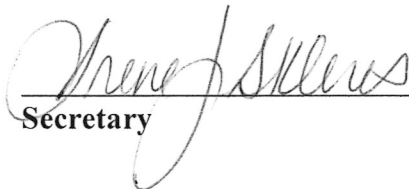
**Misener moved and Hamper seconded a motion to approve the monthly medical, dental and vision premiums effective 07/01/2025 as presented. Upon roll call, all voted Aye. The motion passed 6-0. 2025-24.**

## Items Too Late for Agenda

1. Avsec asked about the Pay Rate Approval report. Williams replied this report is a part of the Consent Agenda.

**Hearing no further action, Westlake adjourned the meeting at 6:30 PM.**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

## **Next Board Meetings:**

**Regular Meeting  
July 16, 2025  
Geneva Public Library  
860 Sherman St, Geneva OH  
5:30 PM**

