

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 21, 2025

Page 1 of 4

The Board of Trustees Regular Meeting was held from 5:30 PM to 7:48 PM at Ashtabula Public Library, 4335 Park Ave., Ashtabula, Ohio 44004.

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

Trustees: Avsec (via Zoom), Butler, Hamper, Kohler, Misener, Skleres

Director Neubauer, Fiscal Officer Williams

Absent and excused: Board President Westlake

Absent: None

Guests: Mike Thornton (Ashtabula Branch Manager), Dennis Mauer (Auditor of State's Office)

Ms. Hamper administered the Oath of Office to Trustee Matthew Butler for a seven-year term ending 05/17/2032.

### Executive Session

**Butler moved and Skleres seconded a motion to enter into Executive Session to receive and discuss the preliminary bi-annual audit report from the office of the Ohio Auditor of State, to be followed by a discussion of the proposed terms regarding the sale of the property to the west of the Ashtabula Public Library, which is excess to the needs of the Library. Upon roll call, all voted Aye. The motion passed 6-0. 2025-12.**

The Board entered into Executive Session at 5:32 PM.

The Board returned to Open Session at 7:17 PM.

### Public Comments / Announcements / Communications

1. None

### Board Announcements

1. None

### Consent Agenda

**Misener moved and Skleres seconded motion to approve the April Consent Agenda as presented. all Ayes. Upon roll call, all voted Aye. The motion passed 6-0. 2025-13.**

**Butler moved and Kohler seconded motion to approve the May Consent Agenda as presented. all Ayes. Upon roll call, all voted Aye. The motion passed 6-0. 2025-14.**

### Old Business

1. None

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 21, 2025

Page 2 of 4

### New Business

#### 1. Increase in Geneva Staffing

- Director Neubauer informed the Board that after study, One (1) additional fulltime position and two (2) additional part-time positions will be needed to adequately staff the expanded Geneva Public Library.

**Misener moved and Skleres seconded motion to approve the proposed Organizational Chart as presented. Upon roll call, all voted Aye. The motion passed 6-0.**  
**2025-15.**

#### 2. Supplemental Appropriations

- Fiscal Officer Williams requested Board Approval for the following Supplemental Appropriations

1000-910-910-0000	Transfers Out	\$ 800,000.00
4007-931-0000	Transfers In	\$ 800,000.00
4007-619-0000	Other-Restricted Contributions, etc.	\$ 50,000.00
4007-120-390-0000	Other-Purchased & Contracted Srv	\$ 50,000.00

- Prior to voting, Williams explained the first set of supplemental appropriations are needed to complete the Geneva Public Library expansion, and that the second set of supplemental appropriations is needed to allow the Library to complete the digitization of the Star Beacon using funds contributed by the Ashtabula County Genealogical Society.

**Skleres moved and Kohler seconded motion to approve the proposed Supplemental Appropriations as presented. Upon roll call, all voted Aye. The motion passed 6-0.**  
**2025-16.**

#### 3. Auditor – Required Transfers

- Williams informed the Board the Ohio Revised Code requires Board approval for each fund-to-fund transfer, and that Board approved the interfund transfers occurring between 1/1/2025 through 04/31/2025. Going forward a monthly Interfund Transfer Listing report will be included in the Consent Agenda.

#### 4. Naming Rights & Dedication Plaque

- Neubauer provided a list of Naming Rights for the Geneva Public Library, and the names for the Geneva Public Library Dedication Plaque.
  - a. Trustee Avsec asked that the Susan M. Avsec Study Room signage include her husband, Thomas Avsec.

**Skleres moved and Misener seconded motion to approve the proposed Naming Rights and Dedication Plaque as revised above. Upon roll call, all voted Aye. The motion passed 6-0.**  
**2025-17.**

# RECORD OF PROCEEDINGS

## ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 21, 2025

Page 3 of 4

### 5. VA Clinic Proposal

- Trustee Butler provided the following summary of the discussions and actions that have taken place regarding the proposal to sell the west lawn of the Ashtabula Public Library to a developer for the purpose of building a 16,200 sq ft +/- VA Clinic:
  - a. The library was approached by the City of Ashtabula approximately 4 weeks ago with this opportunity;
  - b. There have been several discussions with the developer, and both the Buildings & Grounds Committee and the Finance Committee have reviewed and approved the proposal;
  - c. Library Administration has reviewed the likely property lines that would result from the subdividing of the property; and
  - d. The County Prosecutor has reviewed and approved the text of the Purchase and Sale Agreement.
- Based on the above, Butler stated the Building & Grounds Committee recommends the Board move forward with the Purchase & Sale Agreement

**Skleres moved and Butler seconded a motion to move forward with the sale, that the Purchase and Sales Agreement be modified to state that the Purchaser pay all closing and settlement costs, and the Director is authorized to negotiate a final sales price. Upon roll call, all voted Aye. The motion passed 6-0.  
2025-18.**

### Items Too Late for Agenda

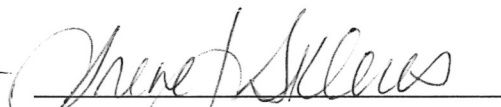
1. Neubauer informed the Board that the Geneva Public Library expansion is nearly complete, with a Substantial Completion date of 06/11/2025. Neubauer further informed the Board that furniture is scheduled to be delivered and installed beginning 07/21/2025.
2. Williams briefly discussed the proposed Medical, Dental and Vision monthly premium to be effective on 07/01/2025.

### Microsoft 365 Email Orientation

Ashtabula Branch Manager Thornton briefly described the changes that will occur as a result of changing to Microsoft 365 Email. Access to individual email accounts will require first going to Outlook.Office.com.

**Hearing no further action, Hamper adjourned the meeting at 7:48 PM.**

  
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President

  
\_\_\_\_\_  
Secretary

# **RECORD OF PROCEEDINGS**

ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 21, 2025

Page 4 of 4

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**Next Board Meetings:**

**Regular Meeting**

**June 18, 2025**

**Ashtabula Public Library**

**4335 Park Ave, Ashtabula OH**

**5:30 PM**