

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: January 9, 2026

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The Board of Trustees Special Meeting was held from 6:00 PM to 8:39 PM at Ashtabula Public Library, 4335 Park Ave, Ashtabula, Ohio 44004.

Board President Hamper called the meeting to order at 6:00 PM with the following Trustees, staff and guests present:

Trustees: Avsec, Butler, Hamper, Kohler, Misener, Skleres, and Westlake.

Director Neubauer

Ashtabula Branch Manager Thornton (taking notes)

Absent and excused: None

Absent: None

Guests: None

President Hamper asked Director Neubauer to give her report. The Director reported that the Fiscal Officer Transition has not gone smoothly thus far. She had discovered several bills that were not paid including payroll taxes. In summary, the Director reported that the Library did not have sufficient operating funds to pay all outstanding bills, or, most alarming, the upcoming payroll. The Director indicated that we do have money in the Development Fund, but these funds are limited for use on capital expenditures. Neubauer recalled it being possible to borrow those funds to pay short term needs and was inquiring with legal counsel regarding the legality and mechanics of doing so.

Neubauer also reported that she had spoken with the Stark County Schools Council of Governments, ACDL's health insurance program, regarding the status of the account. Neubauer reports the COG is willing to work with us on payment, they informed us we are several months in arrears, not just December. Our premium holiday was set for January.

Regarding the mechanics of the Fiscal Officer Transition itself, Neubauer reported that a UAN backup was completed on 12/30/25. Neubauer also reported that account login information was not provided to her by the former fiscal officer as required. Neubauer is working on getting into those websites & accounts.

Neubauer reports that concerns were immediately brought to Board attention in the form of an Ad Hoc Workgroup Meeting on 1/7/2026. Neubauer has been in communication with the Auditor of State, the Ohio Library Council, and the County Prosecutor.

After lengthy discussion of the issues the following action plan was agreed to:

- President Butler and Board members available will speak to the staff 8:00-9:00 AM on Monday January 12 at Ashtabula Branch.
 - Misener made a motion to close the Geneva Library from 9:00-10:00 AM to allow staff to attend this meeting. The motion was seconded by Skleres. Upon roll call all voted Aye. The motion passed 7-0. 2026-01.

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- The personnel committee will seek a qualified CPA/Fiscal Officer to close books for 2025 and give us an accurate financial picture.
 - Avsec made a motion to empower Neubauer Penny to finalize an agreement with a CPA candidate recommended by the Personnel Committee. The motion was seconded by Misener. Upon roll call all voted Aye. The motion passed 7-0. 2026-02.
- Hamper will draft official statement to have on hand, Neubauer will review and approve.
- Hamper will inquire with insurer about our bonding.
- Neubauer will immediately suspend unnecessary spending at her discretion.
- Neubauer will follow up with Prosecutor about borrowing from development fund, invite them to next Board meeting.
 - Kohler made a motion to temporarily transfer money from the Development Fund to the General Fund to cover operational expenses, especially payroll, should Neubauer receive assurances that it is legal to do so. The motion was seconded by Skleres. Upon roll call all voted Aye. The motion passed 7-0. 2026-03.
- Board will approach Ashtabula Foundation (Toni) and Robert Morrison Foundation (Jo) about receiving pledged funds earlier in the year to assist with cash flow.
- Hamper will consult with the ACDL Foundation and request a donation to assist with cash flow.
- Neubauer will follow up with insurers to make sure policies do not lapse, assuring them of the Library's intent to meet it's obligations.
- Neubauer & the Board will investigate short-term loan options.
- The Board requested that Penny make official report to the Auditor of State of suspected fraud.
- Butler made a motion to request a single year audit from the Auditor of State following the closure of the library's books for 2025. The motion was seconded by Skleres. Upon roll call all voted Aye. The motion passed 7-0. 2026-04.

Hearing no further action, Hamper adjourned the meeting at 8:39 PM.

Annabel Hamper
President

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Secretary