

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 8, 2020

Page 1 of 3

The Board of Trustees Special Meeting and Retreat was held from 9:00 AM to 12:04 PM at the Geneva State Park Lodge

President Butler called the meeting to order at 9:00 AM with the following Trustees, staff and guests present:

Trustees Avsec, Butler, Eckart, Hamper, McCain, Skleres, and Westlake; Director Neubauer, Fiscal Officer Williams.

Absent and excused: None

Absent: None

Guests: Jennifer Joy, ACDL School Liaison

Public Comments

1. None

January Financial Reports & January Meeting Minutes (2)

Williams provided the Board with the January 2020 Bank Reconciliation and an Updated Payment Report.

Westlake moved and Skleres seconded motion to approve the January Financial Report (with the addition of the Bank Reconciliation and updated Payment Report), the minutes from the January 15, 2020 regular meeting, and the minutes from the January 22, 2020 special meeting, all Ayes. 2020-12.

Google Docs for Beginners (9:10 – 10:15 AM)

School Liaison Joy presented Google Drive 4 Collaboration, an overview of how to start collaborating with Google Drive. The presentation was followed by Q&A.

Break (10:15 – 10:25 AM)

State of the ACDL, Appreciative Inquiry & Director's Report (10:25 – 11:40 AM)

Neubauer presented the following State of the ACDL

1. Draft of the ACDL Annual Report – a number of suggestions from Trustees (including Avsec, Westlake, Eckart and Butler) were offered.
2. Annual Stats – Neubauer highlighted numerous annual stats that demonstrate ACDL's growing presence in the community. Trustees (including Skleres, Avsec) made a number of suggestions to help "get the word out".
3. Westlake commented the 1/25/20 Holiday Dinner was very nice.

Westlake moved and Eckart seconded motion to grant the Director the authority to use the Library after-hours for staff functions, all Ayes. 2020-13.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 8, 2020

Page 2 of 3

4. Organizational Chart – Neubauer reviewed the changes to the Organization Chart from 2014 to present, and discussed her staffing philosophy. The following questions were asked and answered:
 - Avsec asked who is leading collection development, and Neubauer answered the Information Services Manager (Thornton).
 - Hamper asked about who is coordinating attendance /participation at outside events, and Neubauer answered the Marketing Coordinator (Hazy).
 - Westlake asked the current number of exempt employees, and Neubauer answered 5.
 - Butler stated that 2020 is the year to make a decision on the Bookmobile program. During the ensuing discussion Skleres asked how the BKM Outreach Coordinator feels about the future use and Penny answered he (Wylder) believes the Bookmobile is not needed. Skleres asked who is responsible for Outreach, and Neubauer answered Ryan Whelpley. Avsec asked how well Bookmobiles operate in other rural counties, and Neubauer answered they are very successful in many counties. Westlake then motioned to have the Director to make a recommendation to the Board by 05/21/2020. Eckart then called for more discussion. Westlake then asked Neubauer what she wanted, and Neubauer stated that the recommendation needed to be a part of the Library's long term vision. Butler then stated there is an open motion and asked if there was a 2nd. Hearing none, Butler stated the motion died.
5. Appreciative Inquiry – Neubauer informed the Board that Marta Stone will lead the Appreciative Inquiry, which is a 3-5 month process beginning in April, with ACDL providing the administrative work. The cost is estimated to be \$5,000.00
6. Director's Report – Neubauer reported OrangeBoy will be used to conduct a new card holder survey, and in the future a survey of active and inactive cardholders and a shareholder survey.

10-Year Projection, 2020 Permanent Appropriations and Draft 2020-24 Technology Plan (11:40 – 11:55 AM)

1. Williams reviewed the 10-Year Projection, and Eckart stated the Finance Committee agrees with the projection.
2. Williams presented the proposed 2020 Permanent Appropriations, pointing out the projected 2020 deficit of \$11,184 included no medical/dental/vision premium holidays after July 1st and \$28,805 in Contingencies.

**Eckart moved and Hamper seconded motion to approve 2020 Permanent Appropriations as presented. Upon roll call, all voted Aye.
2020-14.**

3. Draft 2020-24 Technology Plan – Neubauer and Williams reviewed the draft of the 2020-24 Technology Plan, with the intention of asking for approval during the Board's 03/18/2020 meeting.

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 8, 2020

Page 3 of 3

Goals Review/Revisions & Ideas for Future Retreats (11:55 AM -12:02 PM)

Butler stated he would like the Board to develop actual, quantifiable goals. Hamper suggested the Board use Google Docs so all can collaborate. Butler stated the Board also needs to work on the Board's Vision.

Revised Director Job Description (12:03 PM)

Avsec stated there is a need for a Special Meeting before the next Board meeting to discuss and review the Director's performance and job description.

Hearing no further business, Butler adjourned the meeting at 12:04 PM.

Next Board Meeting: Wednesday, March 18, 2020
Regular Meeting
6:30 PM
Geneva Public Library

President

Secretary