

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: March 18, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 8:55 PM at the Geneva Public Library, 855 Sherman Street, Geneva, Ohio.

President Butler called the meeting to order at 6:30 PM with the following Trustees, staff and guests present:

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

Absent and excused: McCain

Absent: None

Guests: None

Public Comments

1. None

Consent Agenda

Trustee Westlake corrected the minutes as follows: 1) the 02/08/2020 meeting was a regular” meeting; and 2) the minutes from the 02/182020 are reported on page 17 of the agenda.

**Westlake moved and Eckart seconded motion to approve the Consent Agenda as corrected, all Ayes.
2020-15.**

Geneva Library Update

1. Ryan has moved his office.
2. Jennifer Joy and John Wylder are now sharing Ryan’s former office.
3. The DVD cabinet drawers have been replaced.

Old Business

1. E-Rate Update
 - Williams reported four (4) FCC Form 470 e-rate funding applications have been submitted.
2. Foundation Update
 - Trustee Hamper reported the 3/112/2020 meeting was cancelled.
3. Appreciative Inquiry Process Update

Neubauer reported the staff training has been tentatively scheduled for April 30, 2020 may be delayed due to the coronavirus.

New Business

1. Genealogical Society Partnership Agreement
 - Neubauer reported the agreement needs should be reviewed every two (2) years. Neubauer has also asked ACGS to remove unused equipment.
2. Ashtabula Building Update
 - Neubauer reported the electric ice melt system is now broken on both sides of the entryway, and that due to the cost the system will not be repaired. Westlake stated the failure indicated

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the system was improperly installed in 2016. Trustee Avsec stated social media is an effective way to communicate displeasure about situations like this. Neubauer stated she will contact both the manufacturer and installer.

- Neubauer informed the Board a “cake” book display will be utilized in the reference area in place of the last range that will be removed.

3. Board of Trustees By-Laws Review

- Westlake prepared a draft that added “sunshine law” guide-lines.
- President Butler stated the changes may be too big of a change for a little mistake.
- Trustee Skleres informed the Board the Sunshine Law was discussed at the New Trustee Workshop, and that meetings may need to be recorded.
- Avsec stated it may be easier if the sunshine law requirements are included in the by-laws.
- Hamper stated she wants the Ohio Revised Code to control.
- Neubauer pointed out the Auditor of State website has a link to Ohio’s Sunshine Law.

Westlake moved and Avsec seconded motion to amend the by-laws to reflect the Ohio Revised Code. After a 2-3 voice vote with one (1) abstention, the motion failed.

4. Ohio Governor’s Imagination Library

- Neubauer reported ACDL will encourage sign-ups for ages 1-5. Community Action will administer the program, and is looking for donors beyond the \$25,000 pledged by the Business of Good Foundation (Alice and Tim McCarthy).

5. Public Health Recommendations/Implementations

- Neubauer began the discussion by stating she is seeking guidance for when the Library re-opens. Butler remarked when the Library re-opens people will be hurting and will need the services the Library provides.
- Neubauer recommended extending calamity days through 3/28/2020 so that all employees will be paid for all scheduled hours from 3/18/2020 through 3/28/2020.
- **Skleres moved and Avsec seconded motion to extend calamity days through 3/28/2020. Upon roll call, all voted Aye.**
- **2020-16.**
- Neubauer recommended inviting all employees to return to work on 3/30/2020, with employees choosing to not to return to work during the public health crisis using their accumulated PTO hours;
- Neubauer recommended granting Comp Time to compensate employees invited to work during calamity days.

Skleres moved and Eckart seconded motion to grant Comp Time as recommended. Upon roll call, all voted Aye.
2020-17.

- Neubauer recommended the Board pay medical/dental/vision/life premiums for full-time employees that receive these benefits and chose not to return to work during the public health crisis, with the employees paying their usual contributions;

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- Neubauer recommended extending calamity days through 4/25/2020 if a “shelter-in-place” order is issued by federal, state, or local authorities.

Eckart moved and Skleres seconded motion to extend calamity days through 4/25/2020 as recommended. Upon roll call, all voted Aye.

2020-18.

- Neubauer recommended the Board provide medical insurance for a the full month following the month in which an employee (that participated in the insurance program) is laid-off without the employees’ contribution during the full month.

Eckart moved and Skleres seconded motion to medical insurance premiums as recommended.

Upon roll call, all voted Aye.

2020-19.

Item Too Late for Agenda

1. The Finance Committee is scheduled to meet April 9, 2020 at 5:30 PM.
2. The Useful contract expires in September and December 2020 (2-part contract).
 - Neubauer recommended to contract with TBS to replace a portion of the Useful services, at an annual cost of \$20,340.

Eckart moved and Avsec seconded motion to contract with TBS as recommended. Upon roll call, all voted Aye,

2020-20.

- Neubauer recommended to contract with Dell to replace the remaining portion of the Useful services, at a one-time cost of \$28,039.

Eckart moved and Skleres seconded motion to contract with Dell as recommended. Upon roll call, all voted Aye,

2020-21.

3. Library technology staff are investigating numerous locations to deploy Hotspots for community use. More information in the future.

Avsec moved and Skleres seconded motion to enter into Executive Session at 8:30 PM to discuss compensation of a library employee, with action expected to be taken when the Board returns from Executive Session. Upon roll call, all voted Aye.

2020-22.

The Board returned from Executive Session at 8:53 PM

Eckart moved and Skleres seconded motion to approve a -3-year contract for Director Penny Neubauer, effective 04/01/2020, that includes, but is not limited to, a 2.5% salary increase in year 1; a \$3,000 bonus to be paid upon request of the Director; and payment of the Director’s membership dues in one community organization, the Ohio Library Council, and the American Library Association. Upon roll call, all voted Aye.

2020-23.

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Hearing no further business, Butler adjourned the meeting at 8:55 PM.

Next Board Meeting: **Wednesday, April 15, 2020**
 Regular Meeting
 6:30 PM
 Ashtabula Public Library

President

Secretary