

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: July 15, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 7:21 PM electronically via a ZOOM virtual meeting hosted by Matt Butler.

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: Trustee McCain

Absent: None

Guests: Karen Bertholf, Jennifer Joy, James McClure, Michael Thornton

Public Comments

1. None

Consent Agenda

Trustee Avsec pointed out a report from the Operations/Personnel Committee had been submitted.

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

2020-36.

Savannah Marketing Update

Jennifer Joy provided the Board with an update and second quarter stats from the Library's use of Savannah (a product of OrangeBoy, Inc.). The presentation materials were attached to the agenda. Information gleaned from Savannah enables the Library to make data-driven decisions.

Old Business

1. E-Rate Update
 - Williams informed the Board he was waiting for the E-rate funding commitment letters for the Fiber line and the re-wiring of four (4) wiring closets.
2. Board of Trustees By-laws Update
 - Avsec reviewed the recommended changes, and asked Board members to suggest modifications prior to the August meeting.
 - Trustee Hamper suggested adding a provision that states "if any part of these by-laws is now or in conflict with the Ohio Revised Code ("O.R.C.), the provisions of the O.R.C. shall govern.
3. Library Response to COVID-19
 - Neubauer pointed out the libraries are open, and for the most part traffic has been slow.
 - Trustee Butler shared with the Board that another library in the County has not re-opened said they felt they were best serving their patrons by remaining closed.

New Business

1. Revised Organizational Chart
 - Neubauer explained the current Organizational Chart, and informed the Board future changes are being contemplated.

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- Avsec asked if the Marketing Coordinator position was open. Neubauer replied the position is open, and she hopes to fill it at some point in the future.
- Trustee Westlake asked if Outreach (under the Geneva Branch Manager) was a position? Neubauer responded it was a function, not a position.

2. Supplemental Appropriation

Westlake moved and Skleres seconded motion to approve an \$11,875 supplemental appropriation in account 1000-100-291-0000 Unemployment Benefits, as presented. Upon roll call, all voted Aye. 2020-37.

Items Too Late for Agenda

1. There were no items too late for the agenda.

Executive Session to Discuss Pending Litigation

Eckart moved and Skleres seconded motion to enter into Executive Session at 7:37 PM to discuss pending litigation. Upon roll call all voted Aye. 2020-38.

The Board returned from Executive Session at 7:49 PM.

Hamper moved and Skleres seconded to approve Edward Williams as the Board's Proxy for the pending worker's compensation related mediation, with the authority to settle the lawsuit within the same parameters as the State of Ohio. Upon roll call, all voted Aye. 2020-39.

Hearing no further business, Butler adjourned the meeting at 7:52PM.

**Next Board Meeting: Wednesday, August 19, 2020
 Regular Meeting
 6:30 PM
 TBD: Ashtabula Public Library or Virtual Meeting via Zoom**

President

Secretary