

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 20, 2020

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The Board of Trustees Regular Meeting was held from 6:30 PM to 7:33 PM electronically via a GoTo virtual meeting hosted by SEO and moderated by Penny Neubauer.

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

Trustees Butler, Eckart, Hamper, McCain, Skleres, and Westlake; Director Neubauer, Fiscal Officer Williams. Trustee Avsec arrived at 6:38 PM.

Absent and excused: None

Absent: None

Guests: Karen Bertholf, Danielle Cook, Lyn Glover, James McClure, Codi Pilkington, Helena Richardson, Kelly Tackett

Public Comments

1. None

Consent Agenda

Westlake moved and McCain seconded motion to approve the Consent Agenda, all Ayes. 2020-30.

Old Business

1. E-Rate Update
 - Fiscal Officer Williams reported a fifth FCC Form 470 e-rate funding application for “hotspots” has been submitted but an approval is still pending.
2. Board of Trustees By-laws Update
 - No update per Avsec.

New Business

1. Library Response to COVID-19
 - Neubauer provided the attached document titled “2020 Pandemic Plan, May 13, 2020”
2. Recommendation for Tiered Reopening to Public
 - Neubauer presented the attached document titled “Reinstatement of Library Services, COVID-19 Recovery” which summarizes the steps being taken each week to gradually reopen the libraries. Neubauer pointed out the computer labs would open 7/1/20 and not 6/15/20. Neubauer emphasized the reopening plan is “fluid”.
 - Eckart asked if the library is buying face masks - Neubauer responded yes, the library will provide a facemask for patrons without a mask.
 - Skleres asked if the library was having trouble finding masks - Neubauer responded no, multiple sources for bulk purchases have been identified.

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- Hamper asked if the Ashtabula Police Department Officers will be brought back to help with enforcement of patron social distancing requirements along with security – Neubauer responded yes, APD will resume their usual hours.
- Avsec asked if restroom use will be permitted – Neubauer responded yes on an as-needed basis.
- Butler asked if only patrons can use the computer labs – Neubauer responded yes. Butler also stated he thought the reopening plan is a well thought out plan.
- Westlake stated he thought the reopening plan was a nice conservative plan.

Westlake moved and Eckart seconded motion to support the COVID-19 reopening plan, all Ayes. 2020-31.

3. Facilities Planning/Development recommendations for the Geneva Library.
 - Westlake recommended to place a hold on fund raising activities until 2020 at the earliest. Westlake’s recommendation was echoed by Eckart, Skeleres and Avsec

Items Too Late for Agenda

1. Neubauer recommended the furnace that serves the children’s area and meeting room at the Geneva Library be replaced.

Westlake moved and Skleres seconded motion to authorize the Director to replace the furnace at a cost not to exceed \$15,000. Upon roll call, all voted Aye. 2020-32.

2. Neubauer asked Westlake to research the benefits of adding ultra violet light and/or other technologies to the HVAC systems of both libraries in an effort to enhance the quality of air that is circulated throughout the buildings – Westlake agreed.

Hearing no further business, Butler adjourned the meeting at 7:33 PM.

**Next Board Meeting: Wednesday, June 17, 2020
 Regular Meeting
 6:30 PM
 Ashtabula Public Library**

President

Secretary