

RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: February 13, 2021

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The Board of Trustees Special Meeting and Retreat was held from 9:00 AM to 12:03 PM electronically via a ZOOM virtual meeting hosted by ACDL.

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:

Absent: None

Guests: Helena Richardson, Anthony Vespoli (ACDL Foundation President)

January Financial Report, Meeting Minutes, Bank Reconciliation

1. Trustee Eckart asked what was the source of the Miscellaneous Revenue in January. Fiscal Officer Williams replied it was a refund of the Library's 2021 worker's compensation premium.

**Eckart moved and Westlake seconded motion to approve the January financial reports, meeting minutes and bank reconciliation as presented, all Ayes.
2021-07.**

2020: ACDL in Review

1. Director Neubauer informed the Board the Library tries to buy local whenever possible.
2. Neubauer stated because 2020 was such an unusual year, 2021 should be compared to 2019, as well as 2020.
 - Trustee Hamper asked what the library is doing to let people know we are open. Neubauer replied newspaper articles and signage are being utilized.
 - Trustees Hamper and Skleres recommended increased usage of social media, including linking employee's personal pages to the library page.
 - Eckart suggested signage at drug stores and grocery stores.
3. Neubauer informed the Board that during 2021 the Library is going to focus on database training for staff so that staff knows what is available.
4. Trustee Butler complemented Neubauer on how well she organized the year in review.
5. Hamper asked if computer users are returning? Neubauer replied "very slowly", but notary and fax usage is steady.

2020 OLC Ballot Workshop Overview

1. Eckart shared selected slides from the OLC's 2020 Ballot Workshop power point presentation.
2. Eckart informed the Board the first opportunity to renew or replace the 10-year, 1.25 mil operating levy will be November 2022.
3. Based on the review of the 10-year financial projections, Neubauer's and Williams' current recommendation is to seek a replacement of the 1.25 mil. This recommendation could change.

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10-Year Projection Scenarios

1. Eckart and Williams summarized the various 10-year projections, and recommend the Board opt the scenario that includes paying off the current loan in 2021 and implementing a \$15.00 per hour minimum wage in 2022.
 - Butler stated that as a non-financial person, the library has been pretty aggressive in paying down debt.
 - Trustee Avsec asked about inflation. Williams replied the projections include 2% annual increases in most line items.
 - Avsec asked if the \$15.00 minimum wage should be implemented even if it is not mandated by Congress. Neubauer responded we need to anticipate a \$15.00 minimum wage in the projection.
 - Avsec stated she is concerned about the impact of implementing a \$15.00 minimum wage will have on the levy.
 - Westlake stated a \$15.00 minimum wage will happen, it's just a matter of when. He suggested we may want increase the minimum wage \$1.00 per year until we get to \$15.00.
 - Neubauer informed the Board ACDL is participating in the NEO-RLS Salary Survey, and the results (which should be available 3Q2021) will help us to decide about 2022 and beyond.
 - Avsec said she was thinking about what the levy story might be, we are an employer and we want to keep people employed.

Library Loan Payoff in 2021

1. Eckart stated the Finance Committee approved the recommendation to the following CDs, and apply the proceeds towards the Library's debt:

61747MG96	795450XY6	76541YD1	33715LAD2
87165FMP6	14042RCH2	14042RCQ2	949763BR6
05600XAA8	53362LBF0	664122AF5	856283P67
88241TJJ0	32110TQW8	88241TJR2	

Westlake moved and Skleres seconded the motion to redeem the CDs and apply the proceeds towards the Library's debt. Upon roll call, all voted Aye. 2021-08.

Supplemental Appropriations

1. Williams recommended the Board approve the following supplemental appropriations:

1000-910-910-0000	Transfer Out	\$1,618,000
3001-931-0000	Transfer In	\$1,618,000
3001-800-810-0000	Redemption of Principal	\$1,618,000

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**Skleres moved and Avsec seconded the motion to approve the supplemental appropriations as requested. Upon roll call, all voted Aye.
2021-09.**

The Board took a break from 10:24 AM to 10:35 AM

Past Levy Campaign Overview

1. Westlake informed the Board of the number of votes and outcome during the following elections:

2010	17,000 Votes	ACDL Operating Levy	Failed
2013	10,000 Votes	ACDL Operating Levy	Passed
2019	8,870 Votes	ACDL PI Levy	Passed

2. Westlake estimated a mail piece would cost approximately \$1.00 per piece.
3. Westlake stated he likes to compare ACDL to Morley Library, and in doing so he suggests ACDL implement the following:
 - Enhance the image of ACDL on Wikipedia;
 - Clearly explain why ACDL is not a part of CleveNet; and
 - Try to leverage our partnerships with community groups by linking websites;
4. Westlake noted the 2019 PI Levy did not pass in Genera-on-the-Lake and Geneva Precinct 3, and that he believes the opportunity for better support in these two areas plus Saybrook Township exists.
5. Westlake estimated a carrier route targeted bulk-mail campaign would cost \$4,000 - \$6,000.
6. Avsec mentioned the Austinburg Township Trustees are sporting an anti-tax, no new tax necessary stance.
7. Hamper stated that in November 2020 all contested seats in the general election went to republicans, and all levy's passed.

Intellectual Freedom & Social Justice

1. Neubauer shared a video presentation on Intellectual Freedom & Social Justice.
2. After the presentation, Neubauer stated the library may approach with new understanding, collection development and management.
 - Hamper told the Board when she was in Rwanda, the tension was palpable and the government ignored the genocide that had occurred. Hamper stated ACDL should be a sounding board for everyone.
 - Avsec informed the Board the periodical "American Scholar" does a good job of providing both point of view.
 - Butler stated he appreciated the conversation.

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2021 Board of Trustee Goals / Wrap Up

1. Butler stated the 2019 Goals were more of a visioning statement.
2. Butler asked each Trustee to come up with three (3) 2021 Goals for discussion during the March 2021 Board of Trustees meeting.
3. Butler stated he believed the ACDL Board's role is
 - Plan for the future;
 - Assure adequate funding is available; and
 - Be ambassadors for the library.
4. Hamper stated her personal goal is to be more informed about the role of a Trustee.
5. Eckart suggested leveraging OLC information, and adding a learning component for each meeting.
6. Skleres stated she agreed with Eckart.
7. Neubauer stated Trustees were welcome to "attend" staff Zoom meetings, and there may be a staff day in October if social distancing is no longer needed.
8. Westlake stated goals are a good place to start.
9. Butler stated the Board also needs to look at visioning items. For example, Building and Grounds 5 years, 10 years, 20 years down the road.
10. Neubauer stated the visioning sounds like strategic planning, and that the State Library provides that service at no cost. Neubauer will investigate.
11. Various possible uses for the western portion of the Ashtabula property were discussed, and it was decided the Facilities/Planning/Development Committee will spearhead this topic.

Hearing no further business, Butler adjourned the meeting at 12:03 PM.

Next Board Meeting: Wednesday, March 17, 2021
Regular Meeting
6:30 PM
TBD: Geneva Public Library or Virtual Meeting via Zoom

President

Secretary