

# RECORD OF PROCEEDINGS

ASHTABULA COUNTY DISTRICT LIBRARY

Held: May 18, 2022

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The Board of Trustees Regular Meeting was held from 5:30 PM to 7:01 PM at Ashtabula Public Library

Vice President Hamper called the meeting to order at 5:30 PM with the following Trustees, staff and guests present:

Trustees: Avsec, Butler (via ZOOM), Eckart (via Zoom), Hamper, Skleres

Director Neubauer, Fiscal Officer Williams.

Absent and excused: Trustees McCain and Westlake

Absent: None

Guests: Digital Branch Manager Michael Thornton and Dwight Meyer

**Trustee Skleres was sworn in for the term ending 05/17/2029 by Dwight Meyer**

## Public Comments / Announcements / Communications

1. None

## Board Announcements

1. None

## Consent Agenda

**Skleres moved and Avsec seconded motion to approve the Consent Agenda, all Ayes. 2022-22.**

## Digital Branch Library Update / Northstar Demo

Prior to the update, Trustees Butler and Eckart stated they appreciate how the technology works on the “other end”.

Digital Branch Manager Thornton provided the following update:

1. It was a very busy four (4) months for the Digital Library;
2. Eight new staff devices have been put into service;
3. Four Nintendo Switch devices (2 each in Ashtabula and Geneva), and 1 new PlayStation 5 have been deployed;
4. An additional VR headset has been added in Geneva;
5. Using QR codes on all marketing
  - Trustee Avsec asked if we were able to tell how many people are using the QR codes – Thornton replied analytics are included;
  - Director Neubauer pointed out she really pushed for the implementation of QR codes;
6. In the area of collection development, EDT is working well and Alecia Pocatko is managing the day-to-day, and orders are added directly to the catalogue;
7. VOX books have proven to be very popular with children;
8. The acquisition of both in-house and circulating video games for all 3 platforms (PlayStation, X Box and Nintendo Switch) is rapidly increasing;
9. The Digital Branch is now working on building the collection of non-traditional circulating materials (i.e. tools, musical instruments, etc.);

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10. The ACDL Website has undergone a major revision, including continuous updates, new content to optimize Google Ads, and mobile friendly tweaks;
11. A marketing “crescendo” has been implemented leading up to the November election
  - Eckart stated this was an incredible update;
  - Avsec agreed with Eckart, and that the website keeps getting better and better;
  - Avsec asked if writing skills software could be added; Neubauer stated the Geneva Schools superintendent is asking for the same thing;
  - Hamper stated the caliber of library service and employees is really impressive and not often found in a community like ours.

### Northstar Demonstration:

1. The database comes from OPLIN and is available statewide;
2. The database is accessible from home, and a certificate of competency is awarded if the user takes a proctored test at the library;
3. Each module includes curriculum so it can be used for tech training;
4. ACDL is promoting Northstar on the new electronic resources bookmark;
5. Meyer stated Northstar can be used as a tool to bring people in for training.

### Old Business

1. Levy Update
  - Neubauer stated the levy committee is \$2,000 short of reaching their goal.

### New Business

1. Add Appropriation Account 1000-100-419-0000 Other – Other Library Materials & Information  
**Skleres moved and Avsec seconded motion to approve appropriation account 1000-100-419-0000 as presented. Upon roll call, all voted Aye.**  
2022-23.

2. Andover Bank Depository Agreement  
**Avsec moved and Butler seconded motion to approve the Andover Bank Depository Agreement as presented. Upon roll call, all voted Aye.**  
2022-24.

3. ACDL Foundation Resolution  
**Skleres moved and Avsec seconded motion to approve the ACDL Foundation Resolution as presented, all Ayes.**  
2022-25.

### Items Too Late for Agenda

1. Neubauer informed the Board that the Geneva Library has been experiencing a number of staff illnesses, and two (2) Geneva staff members resigned without notice. As a result, the library is closed to students on 5/19/22 and 5/20/22, and the building will be closed on 5/21/22.

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2. Neubauer informed the Board that a draft Cooperative Agreement with Lakeside High School that calls for ACDL to operate the high school library (at the school's expense) was being discussed with Lakeside HIS officials
  - Avsec asked if volunteers from ACDL staff are being sought?
  - Neubauer replied yes, but only from ACDL's professional staff.

**Avsec moved and Skleres seconded motion to proceed with the Cooperative Agreement as presented, all Ayes.**

**2022-26.**

3. Williams informed the Board that a meeting with the County Commissioners will take place on 5/31/22 at 11:00 AM to discuss the 1.25 mill replacement levy that will be on the November 2022 ballot. Hamper suggested a board member participate along with Neubauer and Williams.
4. Williams informed the Board that ACDL continues to receive substantially more PLF than estimated by the State in December 2021. Thru May, ACDL has received \$126,000 more than estimate;
5. Williams informed the Board that medical insurance premiums are likely to increase 7.35% in July, dental and vision premiums are likely to remain unchanged, and one (1) premium holiday will likely be available for use between July 2022 and June 2023. Employee per-pay deductions will likely increase from a low of \$0.39 to a high of \$35.04.
6. Avsec informed the Board she and Trustee McCain were trying to re-do the Board Member Handbook and that she will be emailing inquires to Board members and staff asking for input. The goal is to present a draft by the June meeting.

**Skleres moved and Avsec seconded motion to adjourn the meeting at 7:01 PM, all Ayes.**

**2022-27.**

  
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President

  
\_\_\_\_\_  
Secretary

**Next Board Meeting:**

**Wednesday June 15, 2022**

**5:30 PM**

**Ashtabula Public Library**

**In Person & Virtual**