**EPLS Board of Trustees Meeting  
Mon, Aug 10, 2020 6:00 PM - 7:30 PM (EDT)**   
**Virtual Meeting Minutes**

**In attendance:**

Board Members present: Kaleena Whitfield, Sam Battle, Rhonda Smith, Gerald Crum, Pat Schrull,

Melissa Clifford

Staff members present: Lyn Crouse, Rob Schirhart, Frank Szuch, Danielle Coward, Terri Miller

**Call to order:** The meeting was called to order by President Kaleena Whitfield at 6:14pm. The start was delayed by technical difficulties.

**Welcome of attendees:** Ms. Whitfield welcomed the attendees.

**Public hearing of visitors:** None

**Consent agenda items:**

a. Approval of the minutes of the July 13, 2020 regular board meeting

b. Approval of the minutes of the July 21, 2020 special meeting

c. Personnel Actions: Resignation – LaKesha Gage

d. Memorials for July 2020

|  |  |  |
| --- | --- | --- |
| Vandemark Jewelers | 25.00 | Memorial book - in memory of Delores Brown |
| Vandemark Jewelers | 25.00 | Memorial book - in memory of Mike Bird |
| Craig & Carol Wiehe | 25.00 | Memorial book - in memory of Arlene Siwierka |

**RESOLUTION #63.20** On the motion of Pat Schrull, seconded by Sam Battle, the board unanimously agreed to approve the consent agenda

**Fiscal Officer’s Report:** Mr. Schirhart reported that investments remained the same, with low returns. He received the final Public Library Fund allocation for 2020. It was reduced from initial estimates of $2,044,000 to about $1,888,000, a loss of about $156,000. He has received the preliminary estimate for 2021, which estimates a further reduction of $75,000. EPLS would suffer a loss of about $235,000 over the two years due to COVID. We will have a better number in December.

**RESOLUTION # 64.20** On the motion of Sam Battle, seconded by Melissa Clifford, the board unanimously agreed to approve the Fiscal Officer’s report.

**Director’s Report:** Ms. Crouse reported that the new Keystone building will be opening to the public on August 17, 2020. Prior to that general opening, there will be small group tours by appointment for Board member, Friends, and donors. Jerry Innes prepared the deed to transfer the old Keystone to the LaGrange Township trustees. At the new Central site, the excavation is complete, the foundation is in, and the construction company is ready to start swinging steel. After the pandemic reopening, patron traffic is slowly starting to pick up. Management has requested an additional two weeks before proceeding with the layoff. That will give management a better picture of what future hours and services will best serve the community, and how to staff to fill those needs

**RESOLUTION # 65.20** On the motion of Gerald Crum, seconded by Sam Battle, the board unanimously agreed to approve the Director’s report.

**President’s Report:** No report by Ms. Whitfield

**Committee Reports:**

Friends of the Library: No Friends report

EPLS Foundation: Ms. Smith reported that they have not met

Contract Committee: The committee met and made the following recommendations to the Board:

**RESOLUTION #66.20** On the motion of Sam Battle, seconded by Melissa Clifford, the board unanimously agreed to authorize the Board President to execute a Consultant Agreement for Owner Representative Services with RFC Contracting for the new Central Library building for the term of August 16, 2020 to June 15, 2020 for the sum of $92,000, with the option to extend the agreement, if needed, for an additional 90 days at $9,200 per month.

**RESOLUTION #67.20** On the motion of Rhonda Smith, seconded by Gerald Crum, the board agreed to authorize the library director, on behalf of the Board of Trustees, to compile and submit to the Community Improvement Corporation documentation of the Broad Street site remediation efforts and costs to date as previously agreed by all parties. Board President Kaleena recused herself.

**RESOLUTION #68.20** On the motion of Sam Battle, seconded by Pat Schrull, the board unanimously agreed to approve the Committee Reports.

**Old Business:**  None

**New Business:**

**RESOLUTION # 69.20** On the motion of Rhonda Smith, seconded by Gerald Crum, the board unanimously agreed to approve the Naming Rights donation of $5,429.52 from the Andrew & Phyllis Allan Fund for the Foundation for EPLS to sponsor specialty lighting in the new Central Storytime Room

**RESOLUTION # 70.20** On the motion of Sam Battle, seconded by Melissa Clifford, the board unanimously agreed to designate donations received in memory of Marilyn Tipple to be used at EPLS Keystone

**Executive Session:** None

**Adjournment:** The next regularly scheduled meeting will be on Monday, October 12, 2020 at 6:00pm.

**RESOLUTION # 71.20** On the motion of Gerald Crum, seconded by Pat Schrull, the board unanimously agreed to adjourn the meeting at 6:37pm.