**EPLS Board of Trustees Meeting**

**Monday, October 12, 2020**

**6:00pm -7:00pm (EDT)**

**Virtual Meeting Minutes**

**In Attendance:**

**Board Members Present:** Rhonda Smith, Vice President; Ray Armstrong Jr., Secretary; Melissa Clifford, Trustee; Gerald Crum, Trustee; Patricia Schrull, Trustee; Sam Battle, Trustee

**Staff:** Lyn Crouse, Director; Rob Schirhart, Fiscal Officer; Kathy Runser, Deputy Director; Frank Szuch, IT/Facilities; Dennis Waite, HR; Terri Miller, System Services Manager; Tammy Collins, Collections Resource Manager; Michelle Ryan, South Manager; Ginette Laraway, Youth Services Coordinator; Danielle Coward, Outreach Coordinator; Rondra Davis, Executive Administrative Assistant

1. **Call to Order:** In the absence of President Kaleena Whitfield, the meeting was called to order by Vice President Rhonda Smith at 5:56pm.
2. **Welcome of Attendees:** Ms. Smith
3. **Public Hearing of Visitors:** Ms. Smith
4. **Consent Agenda Items:**
   1. Approval of the minutes of September 14, 2020, regular board meeting with amended first page citing Sam Battle in attendance.
   2. Personnel Actions: Appointments: Rondra Davis, Administrative Assistant
   3. Memorials for September 2020

Terrence Hepner $50.00 in Memory of Marilyn Tipple

Friends of Keystone $50.00 in Memory of Marilyn Tipple

**Resolution #85.20:** on the motion of Gerald Crum, Seconded by Ray Armstrong Jr, the board unanimously approved the consent agenda.

1. **Fiscal Officer’s Report:** Mr. Schirhart
   * Fixed Asset Policy – The library does not have a Fixed Asset Policy in place. This policy would create guidelines in the maintenance of the library’s assets and set the dollar amount for the capitalization of those assets. Any items with a value greater than was listed in the policy would be added to the fixed asset system. The software would then become the official record for tracking the library assets and create the list of library assets for insurance purposes.
   * Motion to accept the amounts and rates as determined by the Budget Commission of Lorain County and authorize the necessary tax levies, certifying them to the county Auditor for 2021. This motion to accept by roll call vote, the tax levy certification for 2021 in the amount of $3,154,48, ($2,138,533 operating levy: $1,015,954 bond levy).

**Resolution #86.20:** On the motion of Patricia Schrull, seconded by Gerald Crum, the board unanimously agreed to approve the tax levy certification for 2021 in the amount of $3,154,487.

* + Motion to amend the “2020 Permanent Operating Budget” for the Elyria Public Library System. With the addition of the COVID Relief Fund, the transfer to the Debt Service Fund and the correction to the endowment funds the library is required to submit an amended appropriation with the Lorain County Auditor.

**Resolution #87.20:** On the motion of Gerald Crum, seconded by Ray Armstrong Jr., the board unanimously agreed to amend the 2020 Permanent Operating Budget.

* + Motion for a fund-to-fund transfer:
    - from General fund 101.001.59999 to Debt Service-301.000.49999 $299,706.21 from General fund 101.001.59999 to Debt Service-301.000.49999 $320,000.00
    - Funds received from the county auditor; proceeds collected from real estate taxes from the bond levy. These funds are to pay the interest and principal of the bonds.

**Resolution #88.20:** On the motion of Ray Armstrong Jr., seconded by Gerald Crum, the board unanimously agreed to approve a fund-to-fund transfer from the General Fund to Debt Service.

**Resolution #89.20:** On the motion of Gerald Crum, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Fiscal Officer’s Report.

1. **Director’s Report:** Ms. Crouse
   * Welcome and introduction of Rondra Davis, new Administrative Assistant.
   * Central is moving along, crews working 10-hour days and some weekends to get roofing in place for winter.
   * Need emergency repair for leaking West River curved metal roof, roof will have to be replaced.
   * Almost done with drawings for renovation of West River, adding Genealogy, History rooms, and IT tech workroom.
   * Groundwater intrusion problem in Teen room at Keystone branch has not been solved. Going to do a foundation waterproofing membrane to prevent the water from coming in and will have a mold abatement done again.

**Resolution #90.20:** On the motion of Gerald Crum, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Director’s Report.

1. **President’s Report:**  No report
2. **Committee Reports**
   1. Foundation for the Elyria Public Library System: No report
   2. Friends of the Elyria Public Library: Pop-up EPLS Friends Book Sale is going great. Friends have made $2500 so far, moving lots of books and furniture.
   3. Friends of EPLS LaGrange Library: President Aaron McElwain reported cancelation of the fall book sale by unanimous decision, planning for flagpole flower garden, wants to set up movie in the park, next meeting is this Thursday.
3. **Old business:**  None
4. **New Business:** None
5. **Executive Session:** Imminent Litigation

**Resolution 91.20:** On the motion of Gerald Crum, seconded by Melissa Clifford, the board unanimously agreed by Roll Call Vote to go into Executive Session at 6:30pm.

**Resolution 92.20:** On the motion of Sam Battle, seconded by Ray Armstrong Jr., the

board unanimously agreed by Roll Call Vote to come out of Executive Session at 6:58pm.

1. **Adjournment:**

**Resolution 93.20:** On the motion of Ray Armstrong Jr., seconded by Gerald Crum, the

board unanimously agreed to adjourn at 7:00pm

Minutes approved as submitted at the November 9, 2020 Board meeting.

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President Secretary

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