**EPLS Annual Meeting of the Board of Trustees**

**Monday, January 11, 2021**

**Virtual Meeting**

**Present:** Kaleena Whitfield, President; Rhonda Smith, Vice President; Ray Armstrong Jr., Secretary; Gerald Crum, Trustee; Dr. Patricia Schrull, Trustee; Melissa Clifford, Trustee; Debby Kroupa, Trustee; Sam Battle, Trustee

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

**Visitors:** Laina Yost

1. **Call to Order:** Ms. Whitfield called meeting to order at 6:02pm.
2. **Election of Officers:** Passed

**Resolution # 1.21:** The board unanimously agreed by Roll Call vote to approve Kaleena Whitfield as President, Rhonda Smith as Vice-President, and Ray Armstrong Jr. as Secretary.

1. **Annual Business:**

**Resolution # 2.21:** On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Established Notice Rules for Meetings.

**Resolution # 3.21:** On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the 2021 Board Meeting Calendar / Location.

**Resolution #4.21:** On the motion of Gerald Crum, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Appointment and the Acknowledgement of the Fiscal Officer.

**Resolution #5.21:** On the motion of Debby Kroupa, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Acknowledgement of Bond for the Fiscal Officer and Deputy Fiscal Officer.

**Resolution #6.21:** On the motion of Rhonda Smith, seconded by Gerald Crum, the board unanimously agreed the Appointment of Stephen Bond, Esq. as labor counsel for the Library for 2021 at $300.00 per hour.

1. **Adjournment:**

**Resolution #7.21:** On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the board unanimously agreed to adjourn the annual meeting at 6:12pm.

**EPLS January 2021 Meeting of the Board of Trustees**

**Monday, January 11, 2021**

**Virtual – immediately following Annual Meeting**

1. **Call to Order:** Ms. Whitfield called meeting to order at 6:12pm.
2. **Welcome of Attendees:** Ms. Whitfield
3. **Public Hearing of Visitors:**
4. **Consent Agenda Items:**
   1. Approval of December 14, 2020 Minutes
   2. Personnel Actions: none
   3. Memorials/Donations:

Washington Avenue Christian Church $350.00 Donation

R. W. Beckett Corp. $250.00 Donation

Jean Shannon $25.00 in memory of Barbara

Wurster

Kathy Toth-Smith $20.00 in memory of Barbara Wurster

Peggy & Dalton Love $50.00 in Memory of Barbara Wurster

Kathleen & William O’Malley $50.00 in memory of Edith Moore Robinson

Ed & LeAnn Zvosec $40.00 in memory of Patricia Ann Gnagy

**Resolution #8.21:** On the motion of Debby Kroupa, seconded by Rhonda Smith, the board unanimously agreed to approve the Consent Agenda.

1. **Fiscal Officer’s Report:** Mr. Schirhart

Motion to permit Robert Schirhart, Fiscal Officer, to invest Elyria Public Library System’s funds to achieve the maximum interest yield yet retain a positive cash flow for expenditures. Fiscal Officer will establish accounts as necessary (checking, money market, savings, etc.). Funds will be invested within the guidelines of the Ohio Revised Code.

* Funds may be transferred for maximum investment yield among banking institutions with which EPLS has current depository agreements.
* Funds may be transferred within the same banking institution to various investment accounts.
* All interest will be transferred into the respective fund that the investment was made from.
* Investments beyond the period of one year cannot be completed without Board Approval.

**Resolution # 9.21:** On the motion of Dr. Patricia Schrull, seconded by Debby Kroupa, the board unanimously agreed to allow Fiscal Officer to invest funds for 2021.

**Resolution #10.21:** On the motion of Rhonda Smith, seconded by Debby Kroupa, the board unanimously agreed to approve the Fiscal Officer’s Report.

1. **Director’s Report:** Ms. Crouse
2. Building Update
3. Keystone repairs are completed.
4. Central is moving along, and on time for substantial completion this summer.
5. West River:
   1. All radiators and existing children’s shelving have been electrostatically painted.
   2. Miller Room and Front Lobby area walls are painted. Working on second floor.
   3. Carpet delivery is delayed, which holds up the shelving move and the furniture deliveries.
   4. After carpeting, shelving and desks are in place, staff needs time to get the IT back in, re-shelve the collection, move the Ohio Room, move the items that were temporarily off site back to WR, etc. Once the carpeting is confirmed, I will have a better idea for a reopening date.
6. The roofer had the building weather-tight by Christmas and will install the new sheet metal as weather permits.
7. Change in Operations:
8. Effective 1/4/2021, the administrative team will go from Thursday – Wednesday work week to Sunday – Saturday work week, with payroll still being every other Friday per the Collective Bargaining Agreement. Fiscal Office can accommodate this change with time sheets being approved electronically by managers and submitted Monday for Friday pay.
9. Work week for managers changed from 40 hours to 37.5 hours. Everyone’s annual wages and benefits are the same and converted them to a 1950-hour year rather than a 2080-hour year. This change works comfortably with operations and was made to keep us competitive with other libraries in our market. There is no change in cost due to conversion.
10. Purchased Bamboo to use as HRIS System. This will permit employees to have a dashboard to track their time and benefits.
11. On October 31, 2021, I will retire my position as EPLS Director.

**Resolution #11.21:** On the motion of Debby Kroupa, seconded by Gerald Crum, the board unanimously agreed to approve the Director’s Report.

1. **President’s Report:** Ms. Whitfield had no report.
2. **Committee Reports:**

**Friends of EPLS:** Lyn Crouse spoke of behalf, the EPLS Friends had a budget meeting and discussed what activities to do in 2021.

**Friends of EPLS Keystone:** Lyn Crouse spoke on behalf, EPLS Keystone Friends had a budget meeting and approved budget for 2021.

**Elyria Public Library Foundation:** Rhonda Smith spoke on behalf, EPL Foundation has its annual appeal out, donations are going well. Reminded everyone to make their donation and commented how nice the Christmas Tree outside and the new building for the Keystone Branch is appreciated.

AD HOC Committee: none

**Resolution #12.21:** On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the Committee Reports.

1. **Old Business:** None
2. **New Business:**

Disposal of property at 320 Washington Ave., Elyria, OH 44035

With the anticipated fall opening of the new Central Branch, disposal of the existing branch building should commence. Listing it for sale with a commercial realtor is the appropriate first step. Jim Vanco is an experienced commercial real estate broker, with ties to the Elyria Community.

**Resolution #13.21:**  On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed to approve listing 320 Washington Avenue, Elyria with Vanco Realty at a commission of 6% for a 9-month period.

1. **Executive Session:** none
2. **Adjournment:**

**Resolution #14.21:**  On the motion of Gerald Crum, seconded by Ray Armstrong Jr., the board unanimously agreed to adjourn at 6:47pm.

The next meeting will be on Monday, February 8, 2021 at 6:00pm.

Minutes approved for Annual, January, and Special January Meetings as submitted at the February 8, 2021 Board meeting.

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President Secretary

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