**In Attendance**:

**Board Members present**:

Kaleena Whitfield, President; Rhonda Smith, Vice President; Ray Armstrong Jr., Secretary; Melissa Clifford, Trustee; Gerald Crum, Trustee; Debbie Kroupa, Trustee; Patricia Schrull, 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; Adam Matthews, Marketing & Communications Manager; Danielle Coward, Outreach Coordinator; Tammy Collins, Collections Resource Manager; Michelle Ryan, Youth Services Coordinator; Dennis Waite, HR

1. **Call to Order:** The meeting was called to order by President Kaleena Whitfield at 6:02pm.
2. **Welcome of attendees:** Ms. Whitfield
3. **Public Hearing of Visitors:** Ms. Whitfield, no visitors
4. **Consent Agenda Items:**

1. **Approval of the minutes** of the August 10,2020 regular board meeting
2. **Personnel Actions:**

**Voluntary layoff:** Kim Geletka, Part-time Librarian, Central; Lauren Carpenter, Tech II, Keystone.

**Layoffs:**

**Full-time**: Alicia Clepper, Tech III Bookmobile; Eddie Sudec, Tech III, Bookmobile; Holly Matjastic, Assistant Librarian, Keystone

**Part-time**: Zach LeBrun, Librarian, West River; Chris Stuehr, Assistant Librarian, Central; Tiffany Schwab, Assistant Librarian, West River; Michelle Cook, Tech II, West River; Britany Rivera, Page, Central

**Bumped to another position per CBA:**  LeAnne Kocsis Full-time Assistant Librarian, from West River to Keystone; Lilly Blasko, Part-time Tech II, from West River to Keystone; Denise Deery, Full-time Tech II at South to Part-time Tech II at South

**Position Eliminated**: Ben Cuson, IT/Webmaster, Taylor St.

1. **Memorials for August 2020:**

$20.00 Donated by Cheryl Burkhardt in memory of Joanne Eschke

$50.00 Donated by Gary & Mary Siwierka in memory or Ernest Goodsite

$50.00 Donated by Keystone Friends in memory of Marilyn Tipple

**RESOLUTION #72.20:**   On the motion of Patricia Schrull, seconded by Sam Battle, the board unanimously agreed to approve the consent agenda.

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

It is reported that $100,000 was received in from the state CARES Act Funding to be used to offset the costs associated with providing a safe environment for staff and patrons. During the COVID Pandemic. EPLS has spent almost $20,000 on PPE, Plexiglass, the hold lockers for Keystone and things like that. Funds must be spent by December 31st of this year. Board action is required to set up a special revenue account for that.

In additions, this motion, would also create five fiduciary funds, specifically named Expendable Trust Funds received by EPLS. This will allow us to better track the dollars that are coming in for interest and the dollars that are spent out of those trusts.

The proposed Trusts:

* 701 would be the Baker Trust
* 702 would be the Bergmann Trust
* 703 would be Deloitte Trust
* 704 would be the Welch Trust
* 705 would be the Reisinger Trust

The funds would be moved out of 801, based on a prorated amount that was donated to come up with a percentage, then the percentage applied to the current balance.

**RESOLUTION #73.20:**   On the motion of Gerald Crum, seconded by Rhonda Smith, the board unanimously agreed to approve the creation of new funds.

**RESOLUTION: #74.20:**   On the motion of Gerald Crum, seconded by Sam Battle, the board unanimously agreed to approve the Fiscal Officer’s report.

**6. Director’s Report:** Ms. Crouse

* OLC Annual Trustee Dinner is Thursday, Oct. 1, 2020 at 6:00pm.
* West River’s roof is continuing to leak.
* Jenni White, assistant circulation manager at Central died on Labor Day.  She served the library for 28 years.

**RESOLUTION #75.20:**    On the motion of Debbie Kroupa, seconded by Gerald Crum, the board unanimously agreed to approve the Director’s report.

**7. President’s Report:**Kaleena Whitfield - No report

**8. Committee Reports:**

* Elyria Friends of the Library will be having several mini book sales at the Taylor Street location, starting with the last Saturday in September.
* Keystone friends will be meeting Thursday at Lions park in Lagrange.
* No updates from the foundation.

**RESOLUTION #76.20:**    On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously agreed to approve the Committee reports.

**9. Old Business - None**

**10. New Business:**

**Discuss & Consider:**

Motion to approve expenditures for $24,090 from the building fund to upgrade West River’s Fire Alarm System. System is 26 years old.

**RESOLUTION #77.20:**  On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously agreed to approve the expenditures of $24.090 from 401.003.53315 (building fund - equipment and repairs) for the upgrade to the West River fire alarm system.

**Discuss & Consider:**

Elyria Friends would like to sell old surplus furniture and equipment from old Keystone and old South. Library is no longer using items.  Would like to amend current Surplus and Equipment policy allowing the public to offer public sales of items with a value less than $1000. Items greater than $1000 will be offered through public auction.

**RESOLUTION# 78.20:** On the motion by Debbie Kroupa, seconded by Patricia Schrull, the board unanimously agreed to approve the amendment of the current Surplus and Equipment policy.

**RESOLUTION #79.20:**  On the motion by Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed to approve the disposal of surplus furniture and equipment through public sale per policy.

**Discuss & Consider:**

Motion to amend the appropriation transfer policy. It is to allow the Fiscal Officer to transfer appropriation amounts between accounts within the same fund. Per Code, any appropriation transfer between funds are required to have Library and Library Board action. The policy was done in 2001 and needs to be updated. In the  policy, we would like to strike out the sentence where it says; “category of object account number as listed in the chart of accounts…”, by striking this sentence policy will be based on appropriation  of funds. This will bring it to the fund level rather than the appropriation account level.

**RESOLUTION #80:20**:  On the motion by Patricia Schrull, seconded by Gerald Crum, the board unanimously agreed to amend the Appropriation Transfer Policy.

**RESOLUTION #81.20:**   On the motion by Ray Armstrong, seconded by Sam Battle, the board unanimously agreed to approve New Business.

**11. Executive Session**: Imminent Litigation

**RESOLUTION #82.20:**   On the motion by Melissa Clifford, seconded by Patricia Schrull, the board unanimously agreed by Roll Call Vote to go into Executive Session at 6:28pm.

**Resolution #83.20:** On the motion by Melissa Clifford, seconded by Patricia Schrull,

the board unanimously agreed by Roll Call Vote to come out of Executive Session at 7:17pm.

**12. Adjournment:**  7:20pm

**RESOLUTION #84.20:**  On the motion by Patricia Schrull, seconded by Gerald Crum, the board unanimously agreed to Adjourn.

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President Secretary