

**2024 EPL Board of Trustees**  
**Meeting Minutes**  
**Monday, February 12<sup>th</sup>, 2024**  
**6:00pm, West River Branch**

**Trustees Present:** Dr. Chad Vickers; Vice President, Jessica Schneider; Secretary, Dr. Patricia Schrull, Koneake Lawrence, Ray Armstrong Jr., Rhonda Smith,

**Trustees Absent:** Debbie Kroupa; President, Margaret Leglise, Sam Battle, Scott Serazin  
(Arrived at 6:16pm, SS)

**Staff Present:** Jennifer Starkey; Director, Debby Perkins; Fiscal Officer, Rondra Davis, Frank Szuch

**Visitors:** Wendi Zwaduk

1. **Call to Order:** Dr. Vickers called the meeting to order at 6:07pm.
2. **Welcome of Attendees:** Dr. Vickers
3. **Hearing of Public Visitors:** Dr. Vickers
4. **Consent Agenda Items:**
  - a. Approval of the Annual and Regular January 8<sup>th</sup>, 2024, meeting minutes
  - b. **Personnel Actions:** Rachael Kovalchin, Central Youth Services  
Danielle Brown, Central Youth Services  
Jill Simonson, Keystone Assistant Librarian  
Irin Kazanas, South Assistant Librarian
  - c. **Memorials/Donations:**

Matt Doyle	2 Cleaning Carts	Staff donation
Mr. Sam Ristas	\$100.00	General Donation
Ms. Janet Toth	\$25.00	in Memory of Betty Baracska

**Resolution #20.24:** On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer's Report:** Ms. Perkins  
Financial overview of accounts  
Staffing overview in compared with budget allotted  
All end of the year reports and paperwork have been handed out and filed.

**Resolution #21.24:** On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously approved the Fiscal Officer's Report.

Trustee Scott Serazin arrived in the meeting at 6:16pm.

**6. Director's Report:** Ms. Starkey

Facilities updates

- Update on Parking Lot and HVAC projects
- EV Station progressing. City of Elyria Zoning and Design Review approved

Operations updates

- Final project report on manager development
- Brief slide presentation
  - Managers new job descriptions completed
  - Managers new performance appraisal process starts 2024
- Thinking Money for Kids ALA grant award
- Eclipse operations and staffing

Strategic Plan

Annual key statistical metrics review

Partnerships updates

- City of Elyria
- United Way Tax prep
- South Baseball Club

Events

- Cleveland City Club talk: Feb 14 at noon (also available as livestream) “Can libraries be everything to everyone?”
- OLC Library Trustee Workshop March 9th 8:45-4:30, in person and virtual options
- Public Library Association Conference April 2-5 Columbus / joint conference with OLC for 2024
- Northeast Trustee Dinner May 2, 6-8pm Embassy Suites by Hilton Rockside, Independence OH

Motion to Close All Branches for April 8<sup>th</sup>, 2024, Eclipse.

**Resolution #22.24:** On the motion of Scott Serazin, seconded by Rhonda Smith, the board unanimously, by roll call vote, authorizes the Director to close all branches of Elyria Public Library on April 8, 2024, on the condition that the Director is satisfied with the terms of a letter of understanding agreed upon with the Collective Bargaining Unit, with pay provided to staff.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa				X
Rhonda Smith	X			
Dr. Chad Vickers	X			
Sam Battle				X
Ray Armstrong Jr.	X			
Dr. Patricia Schrull	X			
Jessica Schneider	X			
Koneake Lawrence	X			
Margaret Leglise				X
Scott Serazin	X			

**Resolution #23.24:** On the motion of Rhonda Smith, seconded by Jessica Schneider, the Board unanimously approved the Director's Report.

7. **President's Report:** No Report

8. **Committee Reports:**

**Friends of EPL:** Mr. Serazin spoke on behalf of the Friends. Donations will start in March. The Group is actively looking for new members. They will start weeding out the collection of donated books to take out the genres that do not sell. Annual Friends meeting is April 12<sup>th</sup>, 2024. The Friends group is providing donations for the seed library and supplies for the garden at West River.

**Friends of EPL Keystone:** Ms. Zwaduk spoke on behalf of the Keystone Friends. The group is still looking for new members. Donations will start up in March 2024. The group will be funding Summer Reading and seed library. The group would like the tree to be replaced outside by the sign.

**Elyria Public Library Foundation:** Ms. Smith spoke on behalf of the Foundation. Meetings have changed to once to a quarter, next meeting in April. Nothing to report currently.

**Finance and Audit Committee:** Ms. Perkins spoke on behalf of the committee. The first meeting will be Tuesday, February 20<sup>th</sup>, 2024.

**AD HOC Committee:** None

**Resolution #24.24:** On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong Jr., the Board unanimously approved the Committee Reports.

9. **Old Business:** None

10. **New Business:** None

11. **Adjournment**

**Resolution #25.24:** On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the Board adjourned the meeting at 7:18pm.

Next Board meeting will be March 11<sup>th</sup>, 2024, at the Central Library at 6pm.

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President

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Secretary

(RLD)