

**2024 EPL Board of Trustees
Meeting Minutes
Monday, March 11th, 2024
6:00pm, Central Branch**

Trustees Present: Debbie Kroupa; President, Dr. Chad Vickers; Vice President, Jessica Schneider; Secretary, Dr. Patricia Schrull, Koneake Lawrence, Rhonda Smith, Sam Battle, Scott Serazin, Margaret Leglise

Trustees Absent: Ray Armstrong Jr., (Sam Battle left meeting at 7pm.)

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

Visitors: Wendi Zwaduk

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:02pm.

2. **Welcome of Attendees:** Ms. Kroupa

3. **Hearing of Public Visitors:** Ms. Kroupa

4. **Consent Agenda Items:**

a. Approval of the February 12th, 2024, meeting minutes

b. **Personnel Actions:** Jessica Meek, YS Librarian, Central
Abby Laurenti, Circ. Tech II, West River

c. **Memorials/Donations:**

Vandemark Jewelers \$25.00 In memory of Thomas Adelsberg

The Robert Struck Family \$75.00 In memory of Janice Loree Steinhoff

Resolution #26.24: On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer's Report:** Ms. Perkins

a. Motion to adopt the Fiscal Year 2024 Permanent Appropriations (Exhibit 1)

Resolution #27.24: On the motion of Scott Serazin, seconded by Dr. Patricia Schrull, the board unanimously approved, by roll call vote, to adopt the Fiscal Year 2024 Permanent Appropriations in the amount of \$8,894,149.

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			

b. Motion to Transfer Funds

Resolution # 28.24: On the motion of Rhonda Smith, seconded by Margaret Leglise, the board unanimously approved, by roll call vote, to transfer \$250,000 from the General Fund to the Building and Repair Fund.

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			

- No new schedule for 2022-2023 Audit yet. Ms. Perkins is starting to prepare for the audit ahead of time, so we are ready.
- Ms. Perkins has secured Fraud protection for our accounts.

Resolution #29.24: On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously approved the Fiscal Officer's Report.

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

Facilities updates

- Painting and water leak repairs completed at Central
- Keystone – new storage shed has been acquired
- HVAC repairs to some wiring at Central

Operations updates

- COBAA grant – Carrie Tilley, Manager of Adult Services at Central Library was awarded a grant of \$355.00 from the State Library to enhance collections in the areas of Ohio authors on African American poets and poetry and African American history
- South branch partnering with the City of Elyria as pickup point for Aldi shuttle pilot
- Community Survey will open during National Library Week
- Program partnership MOU entered with LMHA for EWOC visits starting soon

Events

- Library Day of Giving 4/3 (EPL Foundation)
- OLC Library Legislative Day, 4/24 Ohio Statehouse, Columbus
- Northeast Trustee Dinner 5/2, 6-8pm Embassy Suites by Hilton Rockside, Independence OH

National Library Week events

- Open House Tues 4/9 10-12 at West River
- National Library Workers Day also 4/9
- Library Week Annual Tea (with Julia Child) Fri 4/12

Resolution #30.24: On the motion of Jessica Schneider, seconded by Dr. Chad Vickers, the board unanimously approved the Director's Report.

7. **President's Report:** Ms. Kroupa

- Ms. Kroupa thanked Dr. Chad Vickers for leading the February meeting in her absence.
- Happy to hear there was good conversation and a resolution for closing on the day of the Eclipse.
- Annual Report looks wonderful, Thanks to Jen Harmon and the Marketing department for doing such a great job.
- Announcement: Next meeting will be week late, due to the Eclipse. April 15th, 2024, and the Board will be meeting at the South Branch.
- Possible Early meeting with trustees before the May meeting to discuss the Teams page with a refresher summary from Frank.
- The Board of Trustees needs to look into records retention and what is required of the Board.

Resolution #31.24: On the motion of Margaret Leglise, seconded by Rhonda Smith, the board unanimously approved the President's Report.

8. **Committee Reports:**

Friends of EPL: Mr. Serazin and Ms. Leglise spoke on behalf of the EPL Friends.

- Cleaned out the sorting room, donated extra children's books to the hospital.
- New President is Scott Serazin.
- Membership is low, and the Marketing department will help with promoting.
- Friends donated to the Summer Reading Program, West River Seed Bank, and Gardening supplies for West River.
- First Friday in April, Friends will begin taking donations again at the back garage door.

Friends of EPL Keystone: Ms. Zwaduk spoke on behalf of the Keystone Friends.

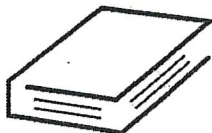
- Looking forward to a new tree.
- Donations for Summer Reading Program, Keystone Seed Bank and new Keystone furniture.

- Just opened for book donations for the year, Book drive will be June 22nd, 2024, at the village hall.

Elyria Public Library Foundation: Nothing to report

Finance and Audit Committee: (Report attached)

The committee met and gave a summary of the first meeting's minutes.



ELYRIA PUBLIC
LIBRARY SYSTEM

**Finance Committee Meeting Minutes
February 20, 2024**

The meeting began at 6:02pm.

Members Present: Sam Battle, Trustee; Scott Serazin, Trustee; Maggie Leglise, Trustee; Debby Perkins, Fiscal Officer.

- Establish a Committee Chair: Sam Battle will be the Finance Committee Chair for a term of one year.
- Future Meeting Dates: The Committee will meet quarterly on the 1st Monday of the month at 6:00pm at the Central branch. Scheduled meeting dates are as follows:
May 6, 2024
August 5, 2024
November 4, 2024
- The Committee reviewed the Library's sources of revenue and ongoing expenditures. There was a discussion regarding current health insurance plans. The Committee will discuss this in more detail at the May meeting.
- The 5-year forecast was reviewed and discussed.
- The 2024 budget was reviewed and plans for capital projects were discussed. The two large projects being considered are (1) redesign and repave the West River parking lot and (2) installation of a new HVAC system at West River. The HVAC project initial cost estimates were much higher than originally budgeted. This project will be put on hold until other options can be researched. Scott suggested that he and Frank Szuch, Facilities & IT Director, meet with the Engineer from the City of Elyria to discuss the parking lot project.
- OLC hosted a webinar on House Bill 2 that offers One Time Strategic Community Investment (OTSCIP) funding. Historically libraries were not able to access funding for Infrastructure needs through the State. OTSCIP funds are designated for one time, meaningful and transformational investments. The EPL Director and Fiscal Officer will follow up on the application process to request funding for capital projects at West River.

The meeting adjourned at 6:56pm.

AD HOC Committee: None

Resolution #32.24: On the motion of Dr. Patricia Schrull, seconded by Koneake Lawrence, the board unanimously approved the Committee Reports.

9. Old Business:

10. New Business:

a. Motion to approve the Updated Patron Conduct Policy

Resolution 33.24: On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board unanimously approved, by roll call vote, the Updated Patron Conduct Policy.

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			

Trustee Sam Battle left the meeting at 7:00pm.

b. Motion to approve the Attendance Policy

Resolution #34.24: On the motion of Rhonda Smith, seconded by Koneake Lawrence, the board unanimously approved, by roll call vote, the Attendance Policy with the revision of language added clarifying the PTO stands for.

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			


c. Motion for approval to enter into a contract with CBLH & RFC Contracting to redesign the West River parking lot.

Resolution #35.24: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously approved to enter into a contract with CBLH & RFC Contracting to redesign the West River parking lot.

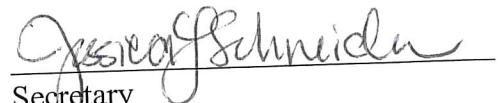
11. Adjournment

Resolution #36.24: On the motion of Dr. Patricia Schrull, seconded by Scott Serazin, the board unanimously agreed to adjourn the meeting at 7:22pm.

The next meeting will be April 15th, 2024. The meeting will be held at the South Branch at 6pm.



President



Secretary

(RLD)