

## **FRIENDS OF ELYRIA PUBLIC LIBRARY**

**6/15/20 (held on GoToMeeting due to Covid 19 pandemic)**

**PRESENT:** Celeste Brlas, Jane Leavell, Maggie Leglise, Kathy Schreiber, Pam Spence  
Staff: Lyn Crouse, Adam Matthews  
Other: Janet Stoffer

Sharon Evans, our vice-president, has resigned effective immediately. Since she brought Lainey Ganter to meetings, it is unclear whether Lainey is still a Board member.

### **MINUTES:**

Pam Spence moved to accept the minutes from the last meeting. Kathy Schreiber seconded. Motion passed.

### **DIRECTOR'S REPORT:**

Books can be ordered by phone or computer; picked up curbside at all branches now; and dropped off at all branches at new reduced days and times.

Assuming things don't change, all library branches, including Keystone, will be open to patrons on or about July 1st. Staff will wear masks; although not required, patrons will be hopefully wear masks. Hours will be 9 to 5 on Monday, Tuesday, and Friday and 11 to 7 on Wednesday and Thursday. They will be encouraged to stay only 30 minutes, so there will be no furniture. The computers will be covered but can be used for 30 minutes for taxes, unemployment, and searching for jobs. In addition, a new parking lot is being built at the Taylor Street warehouse.

The Summer Reading program began today, entirely virtual.

Work began on the new Central library, with a finish date anticipated in April of 2021.

### **BOOK SALE**

There was no committee report from Jane Leavell, since we haven't done anything since the closing in mid-March. Since St. John Lutheran is closed, it's unclear whether we can use them for storage or the book sale itself. Janet Stoffer pointed out we really don't have enough time to accumulate donated books for the usual big October book sale, especially since we still aren't accepting donations. Furthermore, it's unlikely that people will come for a big sale. The pandemic situation is still unpredictable.

Since we still have 90 sorted boxes in the basement at Central, it was suggested that we hold a spring sale there and sell not only the books already there but any furniture and other items the library had been unable or unwilling to move. This plan would save money on storage at St. John (\$100 a month) and on renting the sale room. We'd still have to rent tables. The boxes already at Taylor Street could be saved for the annual October sale.

### **TREASURER'S REPORT**

We sent the library \$8000 to establish the annual Summer Reading Program. Our checking account balance before that was \$14,463.31. Our Community Foundation balance is \$104,233.78.

Pam Spence moved that we close the Merchant Account presently existing at First Data/Huntington, which would save a considerable amount of money each month. Jane Leavell seconded it. Motion passed.

Maggie Leglise pointed out that Check #423 from last year for the levy still has not been cashed.

We need to replace Sharon Evans' name at the bank with Celeste Brlas's name, on letterhead, signed by the Secretary. Maggie Leglise made a motion that Jane Leavell write said letter. Kathy Schreiber seconded it. Motion passed.

**PRESIDENT'S REPORT**

Although there is an FEPLS page on the actual library website, which Adam Matthews keeps updated with our minutes, there is also a Facebook webpage, last updated in 2016. Can we access it? No one knows who ran it and what the password would be. We could post a membership form, meeting dates, and minutes there. Currently there is a picture of Nancy Baldauf, Tim Widman, and Phil Lyon working on the book sale, and items from 2013 to 2016.

Celeste declared the meeting ended at 6:59. We will meet again on GotoMeeting at 6 pm on July 6<sup>th</sup>.

ATTACHMENT

**FRIENDS OF THE ELYRIA PUBLIC LIBRARY**

**TREASURER'S REPORT**

**2/29/2020**

<b>HUNTINGTON CHECKING ACCOUNT</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>
	\$ 14,445.16	\$ 14,471.21	\$ 14,467.26
<b>INCOME</b>			
Dues	30.00	-	-
Donations			
Book sale (detail below)	-	-	-
Schuster fund raiser	-	-	-
Community Foundation 2020 allocation	-	-	-
	30.00	-	-
<b>DONATIONS</b>			
EPLS 2020 pledge	-	-	-
EPLS materials Schaeffer Fund	-	-	-
EPLS printer lease	-	-	-
EPLS levy	-	-	-
Summer reading	-	-	-
OH obituary subscription	-	-	-
	-	-	-
<b>EXPENSE</b>			
Office supplies & postage	-	-	-
Organizational dues	-	-	-
Memorials	-	-	-
Bank SVCS Fee			

Government filing fees	-	-	-
Booksale (detail below)	(3.95)	(3.95)	(3.95)
	(3.95)	(3.95)	(3.95)
Ending balance	\$ 14,471.21	\$ 14,467.26	\$ 14,463.31

Community Foundation Account	2/29/2020	3/31/2020	4/30/2020
Capital Fund	\$ 118,212.68	\$ 97,936.31	\$ 104,233.78
Available to grant	\$ -	\$ -	\$ -

Notes: Check #423 for \$1,300 written to EPLS for levy not cashed. Certificate in Good Standing received from state for one year, Form 990-N filed with IRS for 2019 year.  
Check # 431 for \$8,000 written to EPLS for summer reading program on 6/12 and mailed to Washington Ave., Elyria.