

APPROVED 10/17/2024
FRIENDS OF EPLS KEYSTONE

Meeting Minutes

Thursday, September 19, 2024, 6:30 p.m.
EPLS Keystone Branch

Members Present

Kathy Burrer; Linda Chapin; Marcia DeJonge; Linda Gribben; Sylvia Hack; Theresa Henderson; Mary Karleskint; Cindy Klinec; Sherry Marang; Paula Pietch; Marianne Sommerfelt; Jennifer Starkey (EPLS Director); Carrie Tilley (Keystone Branch Manager); Peg Yunker; Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 6:35 p.m.

Approval of Minutes from July 18, 2024 Meeting

Marianne Sommerfelt made a motion to approve the July 18, 2024 minutes. Sylvia Hack seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President Report – Wendi Zwaduk

Wendi Zwaduk reported to the Friends the following informational items:

- Informational Binders in Friends Office and Sorting Room
Wendi informed the group that she created binders, for the Friends Office and sorting room (in the LaGrange Municipal Village Building), for the following documents: Friends of EPLS Keystone Bylaws; Business Permit from the Ohio Secretary of State Office; Organization Paperwork for the Ohio Attorney General’s Office; Employee ID Number (EIN) and tax information for the Internal Revenue Service; Friends Articles of Incorporation; and Friends of Lorain County Libraries membership applications and fees (outlined for comparison purposes). All binders are available for Friends of EPLS Keystone Library reference.
- Keys to the LaGrange Municipal Village Building
Wendi explained to the group that there is only one key to the sorting room (not storage room) in the LaGrange Municipal Village Building. Municipal procedure is to sign out 1 key through the police department. The Village does not carry spare keys, nor will they allow the duplication of them. Also, keys cannot be borrowed from the building administrator. This is a safety practice. The building administration will open and close doors in the building upon request. Please note that the Village Building is low staffed on Fridays. They prefer that the community members do not use the lobby and rooms on that particular day. Events are usually scheduled on Saturdays and Sundays. They would like the Village Building to look presentable for events on the weekends. A key to the outdoor doors is not available for public use.
- Upcoming Event Articles for the Local Newspaper
Wendi reported that an article will be written by the Lorain Morning Journal on the Friends upcoming Fall Booksale and December Tree Lighting events.
- 2025 Friends Calendar of Events

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Wendi is working on the Friends 2025 Calendar of Events so they can review it at their December meeting. This way, the Friends can have their dates set for scheduling next year's meetings. Reminder notices for renewal of documents will also be included on the calendar.

- Friends Membership Application and Fee

Wendi is working on the receipt of membership fees online. More information later.

- First Night Out – August 6, 2024

Wendi represented the Friends at the “First Night Out” event held on Tuesday, August 6, 2024 from 6:00 p.m. – 8:30 p.m. at the LaGrange Village Municipal Building. This was a chance for the community to meet the village and township personnel. The community band played and village rooms were opened for visitors (e.g. Mayor’s Office; Senior Center; Penfield Quilters; LaGrange Historical Society). The Friends’ sorting room was opened to visitors for viewing, membership information and applications were made available, and donated books and pencils/pens were handed out to children. Unfortunately, half of Lagrange did not have power due to the storm. We had 27 visitors to our sorting room.

Vice President/Membership Report – Kathy Burrer

Kathy Burrer reported that there are no additional new members at this time.

Treasurer Report – Marcia DeJonge

Marcia DeJonge reported on the following treasury transactions this past month: There were deposits of \$55.00 for membership dues and \$50.00 for donations from the sorting room for the Fall Book Sale. Expenses were \$50.00 for the state filing fee and \$31.09 for a bank fee (new checks). The total balance is \$7,496.87.

Sunshine Committee Report – Linda Chapin

Linda Chapin reported that a sympathy card was sent to the family of Peggy Malone, member of the Friends of EPLS Keystone Library. A donation of \$50.00 was given to the Keystone Athletic Team Sports (KATS) in memory of Ken Sooy. Linda read a note from Ken’s family.

EPLS Director Report – Jennifer Starkey

Jennifer Starkey thanked the Friends for their presence at Debby Krejsa’s Open House/Retirement Farewell on July 31, 2024 in recognition of her years of service as Keystone Branch Manager. Jennifer also thanked the Friends for their help with the Back-to-School Backpack Giveaway this summer. Jennifer mentioned that EPLS’ online library catalog will have a new look the end of October. It will also work differently, but will be more user friendly.

Jennifer then introduced the Keystone Library’s new Branch Manager Carrie Tilley, who came aboard on August 1, 2024. Carrie was a member of EPLS’ Central Library for a number of years and was Manager of Information Services for three years. Carrie Tilley stated that the library patrons have been welcoming to her. The month of September is National Library Month. Fifty-one High School students signed up for a library card this month! Eventually, the students will be

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coming to visit the library as a class. The patrons may have noticed that the branch has a lot of new staff this fall. They are all looking forward to the opportunities at the Keystone Branch.

OLD BUSINESS

Book Collection and Sorting

Paula Pietch reported on the number of books that were sorted and boxed by the sorting crew, during the summer months, in the sorting room at the Village Municipal Building: June (2,898); July (1,350); and August (547). The number of books carried over from last year's sale is 472. The total count (including the months of April and May) is 7,357.

Following Paula's report, Theresa Henderson mentioned that there is a religious organization in Ashland, Ohio that will accept religious books, bibles, and study guides that won't sell at our Friends Fall Book Sale. These religious articles are then donated to another religious organization in Michigan for disbursement nationwide.

2024 Fall Book Sale (November 14 – 17, 2024)

The Friends need to set up the volunteer schedule for the book sale ASAP. Kathy Burrer has all the membership contact information. We just need a chairperson for scheduling the volunteers. Kathy volunteered to organize the food that is provided by the Friends during the book sale. Set up for our book sale in the village gym starts Tuesday, November 12, 2024.

Follow up on Raffle for Back-to-School Backpack Giveaway

Wendi Zwaduk reported that there were 93 entries (7 were doubles) in the raffle drawing. Winners consisted of 1 girl and 2 boys. Conducting the raffle during the summer reading program captures more participants. We had 2 more entries than last year. Next year, it would be helpful if we asked for a volunteer to specifically do more advertising for the raffle.

Evergreen Replacement Tree – Update on Planting of Tree

Wendi Zwaduk reported that Pandy's Garden Center will plant our Baby-Blue-Eyed Spruce in the Fall. Once it is planted, the Friends can do a dedication with a plaque and photo of our tree on it. The plaque will hang by the fireplace in the library. Wendi will order the plaque from Etsy.

Advertising for the Keystone Library Branch – Wendi Zwaduk

Wendi was unable to update the Friends' Facebook Page with her other responsibilities. There were posts about book collection and donations, and general posts about books and libraries on the page. If anyone is interested in helping out with the advertising, please let Wendi know.

NEW BUSINESS

Bylaw Update – Eligibility Requirement for Officer Positions

Wendi Zwaduk pointed out to the Friends that new members need at least a couple years to get their legs under them before taking on an officer position. On September 4, 2024, Wendi emailed

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the Friends the proposed additional language (Article IV: Board of Directors; Section 1) to the Friends of EPLS Keystone Bylaws that addresses this requirement. Printed copies of the proposed additional language were also made available to members at tonight's meeting,

Kathy Burrer made a motion that the Friends of EPLS Keystone approve the following language that was added to Article IV, Section 1 of their Bylaws. *"Eligibility for a position as officer requires the member to be active for at least two years and in good standing prior to being nominated to the office. In the event of insufficient eligible membership, eligibility requirements may/will be waived. All members can join committees once their membership has been paid and is in good standing."* Mary Karleskint seconded the motion. Discussion Followed. Vote on the Motion: Unanimous Approval.

Seeking Secretary for 2025-2027 Term

We are seeking nominations for the position of Secretary for the term 2025-2027.

Annual Friends Meeting/Dinner in December

Due to the President's daytime work schedule, we would like to hold the annual meeting/breakfast in the evening at 6:30 p.m., instead of the morning (as we have done in the past), on our scheduled December 12th meeting date. Friends could bring hors d'oeuvres and finger foods. Members present at tonight's meeting were in agreement in having the annual meeting in the evening.

Recognizing LaGrange Hardware and Rental for Their Years of Donations

Wendi Zwaduk pointed out that LaGrange Hardware and Rental has donated \$700.00 worth of tables and chairs every year for the past 4 years for our Fall Book Sale. Wendi asked if the Friends could present them with an honorary lifetime membership and a certificate that they give to the corporate members.

Mary Karleskint made a motion that the Friends show their appreciation by bestowing on LaGrange Hardware and Rental an honorary lifetime Friends membership out of gratitude for the many years the LaGrange Hardware and Rental graciously donated several numbers of tables and chairs for the Friends of EPLS Keystone Library's Annual Fall Book Sale. Cindy Klinec seconded the motion. Discussion followed. Vote on the Motion: Unanimous Approval.

ADJOURNMENT

Kathy Burrer motioned to adjourn the meeting. Marianne Sommerfelt seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:54 p.m.

Respectfully submitted by Mary Karleskint, Secretary 09/29/2024