**EPLS December Board Meeting**

**Mon, Dec 14, 2020 6:00 PM - 8:30 PM (EST)**

**Virtual Meeting Minutes**

**In Attendance:**

**Board Members Present:** Kaleena Whitfield, President; Rhonda Smith, Vice President; Ray Armstrong Jr., Secretary; Melissa Clifford, Trustee, Dr. Patricia Schrull, Trustee; Sam Battle, Trustee; Debbie Kroupa, Trustee

**Staff:**  Lyn Crouse, Director; Rob Schirhart, Fiscal Officer; Kathy Runser, Deputy Director; Frank Szuch, IT/Facilities; Terri Miller, System Services Manager; Michelle Ryan, South Manager; Danielle Coward, Outreach Coordinator; Rondra Davis, Executive Administrative Assistant

**Visitors:** Betsy Lantz, NEO-RLS; Laina Yost, Chronicle Telegram

1. **Call to Order:** Ms. Whitfield called meeting to order at 6:09pm
2. **Welcome of Attendees:** Ms. Whitfield
3. **Public Hearing of Visitors:** Ms. Whitfield
4. **Consent Agenda Items:**
5. Approval of Minutes for the November 9, 2020 regular board meeting
6. Personnel Actions: Resignation: Oscar Oliveras, Maintenance – West River
7. Memorials/ Donations:

Gary & Carol McIntyre $25.00 In Memorial of Jennifer White

Kiwanis Club $154.00 2020 Book Donations

Rotary Club $494.64 2020 Book Donations

**Resolution 104.20:** On the motion of Ray Armstrong, Jr., seconded by Rhonda Smith, the board unanimously approved the consent agenda.

1. **Special Presentation:** NEO-RLS Executive Director, Betsy Lantz outlined the Strategic Planning method and services that NEO-RLS has to offer to member libraries.
2. **Fiscal Officer’s Report:**  Mr. Schirhart reported:

* Fiscal year 2021 Temporary Appropriations approval is required by December 31st to allow the library to commit funds for operations in the next fiscal year. Ohio Department of Taxation has forecasted a reduction in the Public Library Fund that would reduce EPLS share by $225,000. In March, a permanent appropriation will be brought to the Board for approval.

He requested a Motion to Approve Temporary Appropriations due to the current financial climate.

**Resolution # 105.20:** On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong, Jr., the board unanimously approved to adopt the Fiscal Year 2021 Temporary Appropriations.

* Investment yields: StarOhio: .14%, StarOhio Plus .15%

Huntington: .01%, Dollar Bank: .01%

Interest for the month: $833.17

* Bond Report for month of November 2020

**Resolution # 106.20:** On the motion of Debbie Kroupa, seconded by Ray Armstrong, Jr., the board unanimously approved the Fiscal Officer’s Report.

1. **Director’s Report:** Ms. Crouse reported:

* Keystone repairs still in progress.
* Central is still underway and on time for completion
* West River work has begun: Staff cleared out a small dumpster full of unnecessary items accumulated over the years. West River to close to public on Saturday, Dec. 12th. Sunday, Dec. 13th, managers will clear children’s room of all books so shelves can be electrostatically painted. Monday, Dec. 14th, the shelving company will remove all the wall shelving so the painter can start on the walls.

Roofer is waiting on materials and suitable weather.

Fire alarm upgrade had to be put off because of the delay in getting a permit from the city building department. This will be rescheduled till later.

* West River closes on Saturday, Dec. 12th. From Monday, Dec. 14th – Wednesday, Dec. 16th we will be relocating sneeze guards, sanitizing stations, stanchions, computers, and other items to Central.

Central’s doors will open to public on Thursday, Dec. 17th. South and Keystone branches will be open for full service during transition period and after Central is open. All West River staff have been reassigned.

In addition to operating the branch, there are special projects that will be worked on by staff: re-casing the WR and Central DVDS into clear plastic sleeves, shifting the adult non-fiction collection, and the Ohio Room Collection will be packed up to move to West River.

**Resolution # 107.20:** On the motion of Dr. Patricia Schrull, seconded by Melissa Clifford, the board unanimously approved the Director’s Report.

1. **President’s Report:** Ms. Whitfield - No report
2. **Committee Reports:** **Friends of EPLS** – Ms. Crouse - Committee has started work on

budget for 2021

**Friends of EPLS Keystone** – Ms. Crouse - Committee has started to work on budget for 2021

**Foundation for EPLS** – Ms. Smith - Appeal letter have gone out for end of year

**AD HOC Committees**

Nominations – Dr. Schrull reported that the committee has met and determined that current President, Kaleena Whitfield; Vice President Rhonda Smith, and Secretary Ray Armstrong are willing to continue to serve for 2021. No one else was interested. Board will vote on that slate at the Annual Meeting in January 2021.

**Resolution # 108.20:** On motion of Sam Battle, seconded by Ray Armstrong Jr., the board unanimously approved the Committee Reports.

1. **Old Business:** none
2. **New Business:** none
3. **Executive Session:** Imminent Litigation

**Resolution #109.20:** On the motion of Debbie Kroupa, seconded by Melissa Clifford, the board unanimously agreed by Roll Call Vote to go into Executive Session at 6:42pm.

**Resolution # 110.20:** On the motion of Dr. Patricia Schrull, seconded by Sam Battle, the board unanimously agreed by Roll Call Vote to come out of Executive Session at 7:21pm.

1. **Adjournment:** 7:24pm

**Resolution # 111.20:** On the motion of Sam Battle, seconded by Debbie Kroupa, the board unanimously agreed to Adjourn.

The annual meeting of the Board of Trustees will be on Monday, January 11, 2021. It will be immediately followed by the regular monthly meeting.

Minutes approved as submitted at the January 11, 2021 Board meeting.

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President Secretary

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