**EPLS November Board of Trustees Meeting
Mon, Nov 9, 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; Gerald Crum, Trustee; Melissa Clifford, Trustee; 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; Dennis Waite, HR; Terri Miller, System Services Manager; Danielle Coward, Outreach Coordinator; Ginette Laraway, Youth Services Coordinator; Michelle Ryan, South Manager; Tammy Collins, Collections Resource Manager; Debby Krejsa, Keystone Manager; Rondra Davis, Executive Administrative Assistant

**Visitors:** Kathy Schreiber, Celeste Brias, Roger Riachi

1. **Call to Order:** Ms. Whitfield called meeting to order at 6:03pm
2. **Welcome of Attendees:** Ms. Whitfield
3. **Public Hearing of Visitors**: Ms. Whitfield
4. **Consent Agenda Items:**
5. Approval of the minutes of October 12, 2020, regular board meeting
6. Personnel Actions: Appointments: Holly Matjasic, Circ Tech II, Keystone (recalled from layoff from Assistant Librarian position)
7. Memorials for October 2020

The Funk Family $100.00 In memorial of Susanne Glover

Mr. & Mrs. O’Malley $ 50.00 In memorial of Edith Moore Robinson

1. Donations for October 2020

Richard P. Vieritz $400.00 Naming Rights

**Resolution #94.20:** On the motion of Patricia Schrull, seconded by Gerald Crum, the board unanimously approved the consent agenda.

1. **Fiscal Officer’s Report:** Mr. Schirhart
* Fixed Asset Policy – New Fixed Asset Policy was given to the Board to review at Oct. 12,2020 meeting. Request motion to approve.

**Resolution # 95.20:** On the motion of Patricia Schrull, seconded by Rhonda Smith, the board unanimously approved the new Fixed Asset Policy for the Elyria Public Library.

* Financial – Investment Yield: Star Ohio: .15%, Star Ohio Plus: .20%, Huntington: .01%, Dollar Bank: .01%

Interest for the month - $1,017.91

* Other items – October 2020 Bond report
* Letter sent to Lorain County Budget Commission – explaining reclassification of endowment carryover funds.
* Currently working on 2021 budget

**Resolution #96.20:** On the motion of Patricia Schrull, seconded by Rhonda Smith, the board unanimously approved the Fiscal Officer’s Report.

1. **Director’s Report:** Ms. Crouse
* Broad Street: Work continues to enclose the exterior of the building. Roof has been covered sufficiently to make the building weathertight for winter. Collaborating with LCHS to select Scheide photo for historical photos for mural.
* Washington Ave: Building has been appraised by SDS and Associates.

Collaborating with LCHS to determine if some historical items currently stored in Central basement would be better as part of the LCHS collection.

* West River: Contracted with Professional Roofing Service of Strongsville to do the necessary work on the leaking curved metal roof. Contracted with Safe Harbor to upgrade fire alarm system to bring to current code. Estimates obtained for the interior updating and maintenance items.
* Keystone: Elyria Pressure Seal did the waterproofing on 11/2/20. Once things have a chance to dry up, we will determine if mold remediation is necessary.
* Staff Day: Held on November 3, 2020. All presentations were virtual and covered a wide range of topics. Staff were scattered throughout buildings on laptops and computers. Employees were provided with box lunch. Thanks to the committee and IT staff, all went well.
* Negotiations: Continued working on the Collective Bargaining Agreement. Our Federal Mediator is still not permitted to meet with us in person, so meetings are virtual.
* Voting: Voting at West River was quiet and uneventful.
* PPE: In addition to replenishing our PPE, we have been able to purchase an additional bank of holds lockers for West River, a set of holds lockers for Central, and additional self-check machines to expand touchless services for our patrons.

**Resolution #97.20:** On the motion of Sam Battle, seconded by Gerald Crum, the board unanimously approved the Director’s Report.

1. **President’s Report:** No Report
2. **Committee Reports:**
3. Foundation for the Elyria Public Library System: Getting the Annual Appeal Letters ready for December mailing.
4. Friends of the Elyria Public Library: President Celest Brias reported:
* Had five popup book sales at Taylor St, which worked out very well. Each sale took about 12 hours to set up, about 30 volunteers each giving 2 to 3 hours of their time. The total sale netted $4,100.00 after expenses.
* Have started to accept donations from the public at Taylor Street the first Friday of every month from 1pm-3pm.
* A few openings on the Friends board.
1. Friends of EPLS Lagrange Library: No Report
2. AD HOC committees: Nomination Committee formed: Jerry Crum, Patricia Schrull and Sam Battle.

**Resolution #98.20:** On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously approved the Committee Reports.

1. **Old Business**: None
2. **New Business:**

**Discuss and Consider:** Expenditures for Updates to West River branch

* West River needs new carpet, paint and furnishings, and rearrangement of its space to better serve 21st century library needs.
* The digital sign needs replaced.
* This is a general repair, upkeep, and maintenance for a 26-year old building.
* Purchasing will be at government contract pricing, and services by proposal.
* Move to authorize the expenditure of up to $600,000.00 for necessary maintenance, repairs, and upgrades to the West River branch.

**Resolution #99.20:** On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously approved the expenditure of up to $600,000.00 for necessary maintenance, repairs, and upgrades to the West River branch.

1. **Executive Session:** Personnel Issues

**Resolution #100.20:** On the motion of Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed by Roll Call Vote to go into Executive Session at 6:43pm.

**Resolution #101.20:** On the motion of Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed by Roll Call Vote to come out of Executive Session at 7:37pm.

**Resolution #102.20:** On the motion of Debby Kroupa, seconded by Sam Battle, the board unanimously approved authorizing Kaleena Whitfield to execute a new contract for the Director.

1. **Adjournment:**

**Resolution #103.20:** On the motion of Sam Battle, seconded by Gerald Crum, the board unanimously agreed to adjourn at 7:40pm.

 Minutes approved as submitted at the December 14, 2020 Board Meeting.

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President Secretary

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