

## **EPLS April 12, 2021 Board of Trustees Hybrid/Virtual Monthly Meeting Minutes**

**Present:** Rhonda Smith, Vice-President; Ray Armstrong Jr., Secretary; Gerald Crum, Trustee; Melissa Clifford, Trustee; Dr. Patricia Schrull, Trustee; Sam Battle, Trustee; Debby Kroupa, Trustee; Kaleena Whitfield was absent.

**Staff:** Lyn Crouse, Director; Rob Schirhart, Fiscal Officer, Kathy Runser, Deputy Director; Frank Szuch, IT/Facilities; Danielle Coward, Outreach Coordinator; Michell Ryan, South Mgr.; Ginette Laraway, YA Mgr.; Meghan Haar, YA Mgr.; Dennis Waite, HR; Tammy Collins, TSD Mgr.; Terri Miller, Maintenance Mgr.; Jen Harmon, PR Mgr./Programming Coordinator; Rondra Davis, Executive Administrative Assistant.

1. **Call to Order:** Ms. Smith called meeting to order at 6:03pm.
2. **Welcome of Attendees:** Ms. Smith
3. **Public Hearing of Visitors:** Ms. Smith
4. **Consent Agenda Items:**
  - a. **Approval** of March 8, 2021 meeting minutes
  - b. **Personnel Actions:**

**Appointments:** Alexandria Cavallo, re-hired, Circ. Tech II, at South Branch  
Morgan Daugherty, new hire, Librarian, at Central Branch  
Connie Rose, new hire, Maintenance I, at West River Branch  
Cheryl Grapes, new hire, Circ. Tech II, at Central Branch
  - c. **Memorials / Donations**

Kris Jones	\$50.00	to Celebrate years of friendship.
Ronald and Theresa Crayton	\$50.00	in memory of Lila McGinnis
Harold & Terri Smith	\$50.00	in memory of Lila McGinnis
The Friedman Family	\$40.00	in memory of Dotty Aldrich
Vandemark Jewelers	\$25.00	in memory of Clay Pinter
Vandemark Jewelers	\$25.00	in memory of Constance Hoover
Mary Sedano	\$10.00	in memory of Ralph Capasso
Michael & Deborah Chappo	\$100.00	in memory of Ralph Capasso
Jess & Joan Villarreal	\$30.00	in memory of Ralph Capasso
Denise & Steven Burkey	\$25.00	in memory of Ralph Capasso
Joanne & Miguel Martinez	\$50.00	in memory of Ralph Capasso

**Resolution #38.21:** On the motion of Gerald Crum, seconded by Debby Kroupa, the board unanimously agreed to approve the Consent Agenda Items.

5. **Fiscal Officer's Report:** Mr. Schirhart

- Bond report and March statements are all included in this month's packet.
- CD at Northwest Bank matured in March, Interest rate was .15% for 6-month CD, monies were reinvested and will mature in September 2021.
- Interest rates for the banks are low right now, I am assuming we have pretty much hit the bottom, and it is only going to go up from this point on.
- The bond funds have been loaded into the system for the close of last month, March. Our system and the bank balances match.
- Audits: The auditors are still working on 2018 and 2019. The process is going slow, the auditors are currently trying to finish up the school audits and working with us in between. Hoping to have this audit done within the next month, maybe six weeks at the most.

**Resolution #39.21:** On the motion of Sam Battle, seconded by Gerald Crum, the board unanimously agreed to approve the Fiscal Officer's Report.

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

**West River renovations are getting good reviews.**

- Lots of positive comments on the children's department, how nice and open the second floor looks, and the spacious genealogy and local history room.
- There are a few unfinished items, some items are back ordered. We need to rehang plaques. The roofing job is complete. Library Design and the roofing company owe some repairs for things that were damaged during the project.
- Frank is working with Brady Signs for the new outdoor LED digital sign, which requires a 22amp dedicated circuit. We will need to replace the breaker, but there is still sufficient funding in the WR renovation budget.

**Central**

- Working on furniture bid packages, 10 went out, going through ones that responded.
- Have official notification of the HUD award to fund the statue on the corner of Broad St. and East Ave. The sculpture artist made a site visit and was pleased with the base.

- Two Sunbolt solar outdoor workstations have been ordered.
- David Pavlak is painting two murals, and Virginia Langston is creating stained glass windows.
- The design for the history mural was completed by Dan Collins Design. It will be printed on vinyl and installed by Schramm Signs.
- Kush Custom Cabinetry will craft the circulation and reference desks, the shelving end panels, and the custom children's book bin pieces, all of which were designed by CBLH.

#### **Staff Day**

- Our second virtual staff day had some technical difficulties, but we made it through the day.
- Included in the agenda was: training on our new Bamboo HR dashboard system, Active Shooter Training, Dealing with Anxiety through Yoga, the impact of COVID-19 on Mental Health, Communication Strategies, an update from the Lorain County Health Department, and Strategic Planning.

#### **Old Central**

- We reduced the sale price, which generated two additional showings this week.
- Reopening Washington Avenue should be helpful for prospective buyers to find us and realize our location to the downtown area.

#### **Newsletter**

- Our PR department sent out our first newsletter in a year. It is basically a building project update since we had no programming to advertise yet.
- The newsletter has generated lots of positive responses from the community. They want more frequent newsletters sent out.
- We hope to have a near normal Summer Reading program, with gatherings in small groups, as we are still under the 10-person mandate for indoor meetings. We plan on the programs repeating so that all that wish to attend will be able to.

**Resolution #40.21:** On the motion of Gerald Crum, seconded by Debby Kroupa, the board unanimously agreed to approve the Director's Report.

7. **President's Report:** Ms. Smith reported the numerous feedback; by calls and Facebook messages about how nice it was to get the newsletter. People completely forgot over this past year, and it was a pleasant surprise to the community to receive it.

## 8. Committee Reports:

### **Friends of EPLS**

Ms. Crouse spoke for the Friends group: At the meeting last week, having another Mini Children's Book Sale in June was discussed. Continuing to take book donations on the 1<sup>st</sup> Friday of the month from 1-3pm, which is working well.

### **Friends of EPLS Keystone**

Ms. Crouse spoke for the Keystone Friends group: They are trying to work on the book sale and an outdoor movie night. The group is very enthusiastic and active.

### **Elyria Public Library Foundation**

Ms. Smith spoke for Foundation: A meeting was held last Wednesday at Vandemark Jewelers. Did some basic housekeeping, including planning to looking to get back on meeting every other month. Willing to help to plan celebration of EPLS 150<sup>th</sup> and work on the grand opening for New Central.

### **AD HOC Committee**

Ms. Clifford spoke for the **Research Selection Recruitment/Board Development Committee:**

- Emailed out revised/ updated policies. They did not change the meanings of policies, just updated, and clarified for looking for new members to represent the Library.
- Working on list of current skills from current Board members so they know where the gaps are. They will look for people with these missing skills to fill in the gaps.
- They have two applicants now. Will do interviews and questionnaires, tailoring them towards the gaps that need filled. They hope to bring recommendations to the May board meeting.

Gerald Crum spoke for the **Director's Search Committee.**

- Committee had a virtual meeting with selected headhunter John Keister. Once he understands the Library's needs for a Director, then he goes and approaches people with the skill set that is needed.

- Last time, committee used library publications to find applicants.
- Committee agrees they need to work on this promptly and decide what type of director search would be most beneficial for the Board Members.

**Resolution #41.21:** On the motion of Sam Battle, seconded by Gerald Crum, the board unanimously agreed to approve the Committee Reports.

9. **Old Business:** none

10. **New Business:**

**Motion to deaccession outdated IT equipment.**

The IT department is reducing its inventory of outdated equipment and spare parts currently stored in the Central basement. Items will be offered first to a non-profit that can reuse them before being sold or sent for recycling.

**Resolution #42.21:** On the motion of Debby Kroupa, seconded by Sam Battle, the board unanimously agreed to approve the motion to deaccession outdated IT equipment.

11. **Executive Session:** none

12. **Adjournment**

**Resolution #43.21:** On the motion of Gerald Crum, seconded by Sam Battle, the board unanimously agreed to adjourn at 6:55pm.

The next meeting will be Monday, May 10, 2021 at 6:00pm.

Minutes approved for April 12, 2021 as submitted at the May 10, 2021 Board Meeting.

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President

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Secretary

(RLD)