

# EPLS Board of Trustee Meeting Minutes

June 13, 2022, 6:00pm

Central Branch Rotary Room

**Trustees Present:** Debbie Kroupa; President, Rhonda Smith; Vice President; Dr. Chad Vickers; Secretary, Jessica Schneider, Dr. Patricia Schrull, Melissa Clifford, Ray Armstrong Jr., Kaleena Whitfield, Sam Battle

**Staff Present:** Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Frank Szuch, Kathy Runser, Jen Harmon

**Visitor:** Wendy Zwaduk; President of EPLS Friends of Keystone, Mandy Simon, The State Library of Ohio (Teams platform)

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:01pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Public Hearing of Visitors:** Ms. Kroupa
4. **Ms. Mandy Simon; State Library of Ohio:** Summarize the Strategic Planning Process via Teams meeting.

Ms. Simon presented an overview of the process for Strategic Planning during a Teams meeting platform:

- Community Survey has been launched. All data will be collected and organized. Survey will be available for 4-6 weeks to public.
- Focus group will be conducted at end with 10-15 people comprised of community members, staff, and Board members.
- Intake meeting will be conducted to examine Goals and Values of the Library.
- Staff Workshop, possible Aug. 10<sup>th</sup> or 11<sup>th</sup>, noon to two pm. Admin. can cover desks so as many staff can attend that wish to do so.
- Library will give feedback on workshops and procedures to State Library.
- Ohio Library will write up summary and report of responses from all groups.

5. **Consent Agenda Items:**

a. **Approval** of May 9th, 2022, monthly meeting minutes

b. **Personnel Actions:** Wendy Black-Parsons, Assist. Lib. South Branch  
Robin Cooper, Tech. III, BKMB

c. **Memorials/Donations:**

Yost Family Foundation	\$5000	donation
Greenly Family	\$50	memory of William Wiehe

Vandemark Jewelers

\$50

memory of Wesley Welton

**Resolution #55.22:** On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously approved the Consent Agenda Items.

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

Motion to create a new fund: Special Revenue: 204 Community Health Investment (CHI) Grant.

The Library has received a Community Health Investment Grant from the Lorain County Health Department to create and install a garden at the West River Branch. The Grant is in the amount of \$10,425.92 and is a reimbursement grant. Therefore, the funds will be distributed by the library, then invoiced and reimbursed from the County Health Department.

**Resolution #56.22:** On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously agreed to create a new fund: Special Revenue: 204 Community Health Investment (CHI) Grant.

Motion to amend the "2022 Permanent Operating Budget: to include the Community Health Investment Grant (CHI Grant) Fund 204 in the amount of \$10,425.92.

2022 Permanent Budget was approved at the March 2022 meeting. An amended permanent budget is required if the appropriations have changed since the permanent budget was adopted. With the addition of the CHI Grant Fund, the library is required to submit an amended appropriation with the Lorain County Auditor.

**Resolution #57.22:** On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the board unanimously approved the amendment to the 2022 Permanent Operating Budget.

**Resolution #58.22:** On the motion of Kaleena Whitfield, seconded by Melissa Clifford, the board unanimously agreed to approve the Fiscal Officers Report.

**7. Director's Report:** Ms. Starkey

- **PLF Fund distribution in Lorain County**  
Proposal regarding counting of Grafton Prison population  
Discussion on June 21

- Building updates  
Parking lot updates
- Partnerships  
NOACA EV Charging station: contract amended to include recommended indemnification clause. Timeframe moving later  
Leaders of Today and LCPH  
New community park development near South branch
- Staff/Organization  
Staff survey conducted  
NEO comparative data

**Resolution #59.22:** On the motion of Jessica Schneider, seconded by Ray Armstrong Jr., the board unanimously approved the Directors Report.

**8. President's Report:** Ms. Kroupa

Very excited about new parking lot at Central. Thank you to Frank, Jen, Rob, and Rondra for putting together the Teams Files.

If anyone has any thoughts or information you wish to pass along concerning the Grafton PLF meeting, please reach out to Debbie Kroupa or Rob Schirhart.

Thank you to Kaleena Whitfield for her service and commitment to the Board. She will be resigning this evening doing to changes in family structure.

**Resolution #60.22:** On the motion of Sam Battle, seconded by Dr. Patricia Schrull, the board has agreed to accept the resignation of Board member, Kaleena Whitfield from the EPLS Board.

**Resolution #61.22:** On the motion of Dr. Chad Vickers, seconded by Melissa Clifford, the board approves the President's Report.

**9. Committee Reports:**

Friends of EPLS – Jen Starkey spoke for EPLS Friends, they are working on location for book sale. It will be at church by West River Branch.

Friends of EPLS Keystone – Wendy Zwaduk spoke for the EPLS Friends of EPLS Keystone. Book Drop off day was very successful. This month's meeting, we will present new tree at keystone Branch. EPLS Keystone 3<sup>rd</sup> Thursday of the month at 6:30pm.

Elyria Public Library Foundation – Rhonda Smith spoke for the Foundation. They will be participating in Connect to a Cause. Dr. McFadden is consulting for the Foundation, currently.

AD HOC Committee – none

**Resolution #62.22:** On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Committee Reports.

10. **Old Business:** none

11. **New Business:** none

12. **Adjournment**

**Resolution #63.22:** On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board unanimously agreed to adjourn at 7:08pm.

Next Board Meeting will be held on Monday, July 11, 2022, at 6:00pm in the Rotary Room at the Central Library. Minutes of June 13<sup>th</sup>, 2022, Board Meeting are approved.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

(RLD)