

EPLS Board Meeting Minutes

Monday, December 13th, 2021; 6:00pm

Trustees Present: Kaleena Whitfield; President, Rhonda Smith; Vice President, Ray Armstrong Jr.; Secretary, Gerald Crum, Melissa Clifford, Jessica Schneider, Dr. Chad Vickers

Absent: Debbie Kroupa, Dr. Patricia Schrull, Sam Battle

EPLS Staff: Jennifer Starkey; Director, Rob Schirhart; Chief Fiscal Officer, Frank Szuch, Terri Miller, Ronda Davis

1. **Call to Order:** Ms. Whitfield called the meeting to order at 6:00pm.

2. **Welcome of Attendees:** Ms. Whitfield

3. **Public Hearing of Visitors:** Ms. Whitfield

4. **Consent Agenda Items:**

a. Approval of November 8th, 2021 Meeting Minutes

b. Personnel Actions:

New Hire: Jordan O’Rylee, PT, Assistant Librarian, Central Branch

Heather Gohring, FT, Librarian, Central Branch

Resignation: Carolyn Knapp, Circulation Manager, West River Branch

Dennis Waite, HR Manager, Central Branch

Danielle Coward, Outreach Coordinator/Bookmobile Manager

Michelle Cook, PT, Library Tech II, West River Branch

c. Memorials:

B.S.P. Ohio Torch Bearer Gamma	\$35.00	in memory of Ray Paleski
B.S.P. Ohio Torch Bearer Gamma	\$35.00	in memory of Jerry Koepf
Bill & Rachel Speidel	\$25.00	Retirement of Chief Whitely
95 Club	\$25.00	in memory of Mary Ann McCoy
Vandemark Jewelers	\$25.00	in memory of Thomas E Lang
Gary & Mary Siwierka	\$50.00	in memory of Thomas E Lang
Justin Wynieski	\$500.00	for Children’s Programming
Anjeanette Caffarel	\$300.00	in memory of Gerald C Koepf

Resolution #126.21: On the motion of Gerald Crum, seconded by Melissa Clifford, the board unanimously agreed to approve the Consent Agenda Items.

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

a. Motion to adopt the Fiscal Year 2022 Temporary Appropriations (Exhibit 1) in the amount of \$8,572,434.14.

The temporary appropriations approval is required by December 31st to allow the library to commit funds for operations in the next fiscal year. The Board

approved temporary appropriations are required to be filed with the county auditor prior to January 1st.

Resolution #127.21: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Fiscal year 2022 Temporary Appropriations in the amount of \$8,572,434.14.

- b. Motion to approve the Collective Bargaining salary schedule increases between Elyria Public Library and OPEIU #792, which represents the union staff. Effective January 1, 2022

During the negotiation of the current contract, a wage re-opener was agreed upon due to the uncertainty of library revenue due to the pandemic. The State was expecting a loss of sales tax revenue because of the shutdown. The wage opener negotiations were started in August.

Resolution #128.21: On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board unanimously approved the Collective Bargaining salary schedule increases between Elyria Public Library and OPEIU #792, which represents the union staff. Effective January 1, 2022.

- c. Motion to approve wage increase for non-union Library staff.

This would be a 3% increase to the non-union staff's current compensation. Effective January 1, 2022.

Resolution #129.21: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board agreed to amend the motion to approve wage increase for non-union Library staff at 2%.

Board asked Director to gather information for a Compensation Study for non-union Library staff and bring findings back to the board.

Resolution #130.21: On the motion of Rhonda Smith, seconded by Melissa Clifford, the board unanimously agreed to approve the 2% increase for non-union Library staff effective January 1, 2022.

- d. Motion to amend the credit card policy to increase limits for certain positions.

With more purchases being made online, the current limits for some positions have been limiting the ability to make needed purchases. Currently, if the card has reached its limit, we must wait and pay the amount due before we can place more orders using the card.

Resolution #131.21: On the motion of Rhonda Smith, seconded by Gerald Crum, the board unanimously agreed to approve the amendment of the credit card policy to increase limits for certain positions.

Resolution #132.21: On the motion of Rhonda Smith, seconded by Melissa Clifford, the board unanimously agreed to approve the Fiscal Officers Report.

6. Director's Report: Ms. Starkey

- Building issues: Heating and water leakage issues have been resolved currently. Will not know for sure until weather presents itself as an issue.
- Director Onboarding: Director has visited all branch locations, had one-on-one meetings with Department Heads, beginning one-on-one meetings with Board members, began scheduling and meeting with Partners in Community, and has invited all staff to schedule one-on-one meetings.
- Internal Communications: Considering re-starting in person monthly departmental meetings, considering re-starting an internal staff newsletter.
- Properties Magazine: Feature story on New Central. Interviews were requested with Lyn, Kathy, Frank, and Jennifer.
- Holds Lockers: Central holds lockers will be installed this week. Another bank of lockers was requested for West River Branch.

Resolution #133.21: On the motion of Gerald Crum, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Director's Report.

7. **President's Report:** Ms. Whitfield turned the floor over to Gerald Crum. He announced his resignation from the Board of Trustees. He left the meeting with a few parting words for the Board.

8. Committee Reports:

Friends of EPLS - None

Friends of EPLS Keystone - None

Elyria Public Library Foundation – Rhonda Smith spoke for the Foundation. Wanted to remind everyone to please don't forget to get your donations in for the Annual Appeal Drive.

AD HOC Committee – Jessica Schneider spoke to Committee about meeting times to discuss Appreciation ideas for staff members.

9. **Old Business:** none

10. **New Business:** none

11. **Executive Session:** none

12. Adjournment:

Resolution #134.21: On the motion of Ray Armstrong Jr., seconded by Melissa Clifford, the board unanimously agreed to adjourn the meeting at 7:17pm.

Next Board Meeting will be held Monday, January 10th, 2022, at 6:00pm at the Central Branch.
Minutes approved for December 13th, 2021, meeting.

President

Secretary

(RLD)