

2021 July Board of Trustees Meeting
Mon, Jul 12, 2021, 6:00 PM
West River Branch, Miller Room

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

Staff Present: Lyn Crouse, Rob Schirhart, Frank Szuch, Terri Miller, Danielle Coward, Michelle Ryan, Ginette Laraway, Rondra Davis

Visitors: David Pavlak, Clint Rohrbacher

1. **Call to Order:** Ms. Whitfield called the meeting to order at 6:03pm.

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

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

4. **Consent Agenda Items:**

a. Approval of June 14, 2021, meeting minutes

b. Personnel Actions:

Appointments: Sunny Norman, PT Library Tech II, Keystone
Benjamin Hartman, FT Maintenance II, West River

c. Memorials / Donations:

Karen Ennes	\$1000.00	in memory of Donald & Rita Gregory
Karen Ennes	\$2500.00	in honor of Allison Renee Ennes
Community Foundation	\$5000.00	donation by Dale Yost Family Fund
Ann Temple	\$25.00	in memory of Patricia Riegelsberger
Vandemark Jewelers	\$25.00	in memory of Anita Edwards
Vandemark Jewelers	\$25.00	in memory of Phyllis Thomin
David & Leslee Miraldi	\$50.00	in memory of Ralph Capasso
EPLS Foundation	\$100.00	in memory of Lila McGinnis
EPLS Foundation	\$50.00	in memory of Lila McGinnis
Horizon Education Centers	\$700.00	Summer Reading Program
Jennifer & Andrew Farley	\$50.00	in memory of Ralph Capasso

Resolution #69.21: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously agreed to approve the Consent Agenda Items.

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

Motion to file: The Library's 2022 Annual Tax Budget of Estimated Revenues and Expenditures. This filing represents the library's 2022 review of estimated revenue and expense budgets. The Lorain County Budget Commission will use this financial data to approve the 2022 preliminary certification of revenues and expenditures. The filing date for the Lorain County Budget Commission is Tuesday, July 20, 2021.

Resolution #70.21: On the motion of Dr. Patricia Schrull, seconded by Sam Battle, the board unanimously agreed to file the Library's 2022 Annual Tax Budget of Estimated Revenues and Expenditures.

Resolution #71.21: On the motion of Debby Kroupa, seconded by Melissa Clifford, the board unanimously agreed to approve the Fiscal Officer's report.

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

a. **Building Updates**

- **New Central** – Turnover of the building is delayed through end of July, due to back orders on multiple items.
- Contract with RFC for Owner's Rep services is now on month-to-month extensions.
- FFE Update- Orders have been placed for furniture, indoor cabinets, outdoor display cabinet, IT items, signage, murals, solar picnic tables, etc. We continue to experience delays in obtaining some materials.
- Closing of current Central will be close of business July 31, 2021. General movers are scheduled for Monday, August 2, 2021.
- Elyria Friends are planning to hold a big book sale at Washington Ave after we move. After that sale, we plan to hold a public auction to clear remaining contents.

- **South Branch** – MOU with LCCAA, and the professional services contracts with CBLH Design and RFC Contracting for the build out of the South Branch shell space have been approved by our legal counsel and signed by all parties.

- **West River** – New digital sign is installed.

- b. **Handprint Tiles** – There are multiple sessions scheduled for patrons to make handprints tiles for Keystone and New Central story time room. We have 21 paid reservations and have had additional inquires.
- c. **Staff Day** – The date for staff day has been changed to Friday, Sept. 17th, 2021. We will be holding staff day at the New Central Branch, starting the day out with a bus tour of all buildings for staff. We started this project in January 2018 with three bus tours to visit 15 libraries in Ohio to get Board, Friends, and staff input about what they liked and what they did not. Now we will complete the circle by showing everyone how we used their input to provide 21st Century public library service in our new buildings.

Resolution #72.21: On the motion of Dr. Patricia Schrull, seconded by Debby Kroupa, the board unanimously agreed to approve the Director’s report.

7. **President’s Report:** Ms. Whitfield

- Ms. Whitfield spoke about the time capsule for our 150th celebration, she would like the board to be included with a short questionnaire on the back of a picture of their favorite book.
- Wanted to send out props to Julie Farr, South Librarian, for her help with including their children in the program during her meeting for the 150th Celebration.

8. **Committee Reports:**

Friends of EPLS – Ms. Crouse spoke for the Friends of EPLS. Nothing new to report, the next meeting is Thursday, July 15, 2021.

Friends of EPLS Keystone – Ms. Crouse spoke for the Friends of EPLS Keystone. They will be helping with the Keystone Grand Opening on Saturday, August 14, 2021, in the afternoon and for the evening, outdoor movie at Lion’s Park.

Elyria Public Library Foundation – None

AD HOC Committee – Ms. Whitfield spoke about news from BradburyMiller. They have posted the Directors’ position. It is circulating throughout numerous websites and databases. They have committed a web page to the Director’s search that includes

hyperlinks to various businesses in our community to give an overall prospective of the Library and our community.

Resolution #73.21: On the motion of Rhonda Smith, seconded by Melissa Clifford, the board unanimously agreed to approve the Committee reports.

9. Old Business: none

10. New Business:

Discuss & Consider: MOU with Elyria Arts Council

- The library would work collaboratively with the Elyria Arts Council to acquire, promote, and display artwork in the Art Walk niches built into the west side of the new Central Library at 211 Second St.
- David Pavlak, Artist / Founder; and Clint Rohrbacher, Founder; for the Elyria Arts Council were present to explain the project and answer any questions.
- Ms. Whitfield suggested tabling the MOU until next meeting, giving the board members enough time to read contract, discuss any issues, and talk more to the Arts Council for clarification.

Resolution #74.21: On the motion of Rhonda Smith, seconded by Debby Kroupa, the board unanimously agreed to table the MOU with Elyria Arts Council until August meeting.

Discuss & Consider: Letter of Intent for purchase of 320 Washington Ave., Elyria. Our realtor, Jim Vanco, has received a letter of Intent for the purchase of the old Central branch building.

Resolution #75.21: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously agreed to go into executive session to discuss imminent litigation for LOI at 6:55pm. A roll call vote was taken.

11. Executive Session: Imminent litigation for LOI for 320 Washington Ave.

Resolution #76.21: On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously agreed to leave executive session at 7:15pm. A roll call vote was taken.

Resolution #77.21: On the motion of Debby Kroupa, seconded by Rhonda Smith, the board unanimously agreed to authorize Lyn Crouse, Director, to make a counteroffer on 320 Washington Ave. property as discussed.

12. Adjournment

Resolution #78.21: On the motion of Rhonda Smith, seconded by Melissa Clifford, the board unanimously agreed to adjourn at 7:21pm.

The next meeting will be Monday, August 9th, 2021, at 6:00pm.
Minutes approved for July 12th, 2021, as submitted at the August 9th, 2021, Board Meeting.

President

Secretary

(RLD)