

2021 May Board of Trustees
Virtual Meeting
Mon, May 10, 2021, 6:00

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

Staff: Lyn Crouse, Director; Rob Schirhart, Fiscal Officer; Kathleen Runser, Deputy Director; Frank Szuch, IT/Facilities; Dennis Waite, HR; Michelle Ryan, South Manager; Tammy Collins, TSD Manager; Ginette Laraway, YS Manager; Rondra Davis, Executive Administrative Assistant

Visitors: Aaron McElwain, Celeste Brlas, Jackie Boehnlein

1. **Call to Order:** Ms. Whitfield called the meeting to order at 6:01 pm.
2. **Welcome of Attendees:** Ms. Whitfield
3. **Public Hearing of Visitors:** Ms. Whitfield
4. **Consent Agenda Items:**
 - a. Approval of April 12, 2021, meeting minutes
 - b. Approval of Revised March 8, 2021, meeting minutes. "Retroactive to 1/1/2020" added to resolutions #34.21 and #35.21
 - c. Personnel Actions:
 - Appointments: Brittney Rivera, rehire after layoff to new position of
PT Head Page, Central
Alyssa Lawrence, PT Tech II, Central
 - Resignations: Connie Rose, PT Maintenance
Lilly Blasko, PT Tech II
 - d. Memorials / Donations

Daniel & Denise Shaffstall	\$100.00	In Memory of Ralph Capasso
Jaworski Physical Therapy	\$200.00	In Memory of Lila McGinnis
Caroline Hawes	\$25.00	In Memory of Phyllis Thomin
Jim & Christine Hay	\$25.00	In Memory of Phyllis Thomin
Chris Aten	\$25.00	In Memory of Phyllis Thomin
Myrlyn Reasoner	\$25.00	In Memory of Phyllis Thomin
Mary Haskins	\$50.00	In Memory of Phyllis Thomin
Mary & Betsy Miles	\$200.00	In Memory of Phyllis Thomin
Stephanie Williams & Family	\$500.00	In Memory of Claudette Williams

Resolution #44.21: On the motion of Rhonda Smith, seconded by Gerald Crum, the board unanimously agreed to approve the Consent Agenda Items.

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

- The library has received an Elyria City Community Development Block Grant to offset the necessary costs associated with creation an installation of a new statue located at the "new" Central branch location. The grant is in the amount of \$51,700.00 and is a reimbursement grant. Reimbursement grants require the library to pay the invoices first. Then, the library submits the payments to the City of Elyria to be reimbursed from the grant.
- Motion to create new funds: Special Revenue: 202 Elyria Arts Grant (Community Development Block Grant).

Resolution #45.21: On the motion of Melissa Clifford, seconded by Sam Battle, the board unanimously agreed to approve the motion to create new funds as a special revenue from Elyria Arts Grant.

Resolution #46.21: On the Motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the Fiscal Officers Report.

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

- West River roofing job is complete. Additional furniture is being purchased to finish off space with summer reading programming in mind. There are still funding available in the original budget that was allocated for the project to support additional purchases.
- New Central: The loose furniture bid package that was issued in April received six responses. A contract for \$107,281.22 was awarded to Ohio Desk. Their bid could be split to include the balance of the furnishings, including specialty items, those were contracted with Furniture Lab under government contract pricing, which does not require bidding. That order is \$38,492.26.
- Site work, including grading, concrete pouring for the dumpster area, curbs and sidewalks, and remediation of the areas of the staff parking lot that were subpar, is underway.
- Documentation for the HUD grant for the statue is extensive and on-going.
- Currently working on interior signage, including almost 90 room signs, required occupancy signage, and donor plaques.
- Currently with the onset of rain, the roof at New Central has a few leaks that caused some damage to drywall and electrical fixtures. Problem areas are being corrected.
- Wall materials that were planned a year ago are not available now; solutions are being investigated. There will be a delay in receiving flooring and shelving.
- PR department will be sending out another newsletter with summer reading information and giving options. Last newsletter created some new naming rights donors, this newsletter will address community donations for under \$1000 as well.

- The Ohio Library Council is offering zoom town hall meetings this year, in place of the normal annual Trustee Dinners. We need to use this opportunity to advocate with senators to keep our PLF funding at 1.7%.
- Kathy, Rob, and Frank have completed the state report.
- We have entered into an agreement with the Lorain County Community Action Agency (LCCAA) to host a community garden at our South branch. Library will provide the land and water. LCCAA will pay for the installation of deduct meter so that we are not charged for additional sewage. LCCAA and their managing partner OUR FAMILY, do the planning, set up, management and carry out the operations on the garden, including maintaining the garden area and licensing the plots per their requirements. Michelle Ryan, the branch manager, has agreed to be the contact person. Additionally, since the garden boxes will be located near the exterior door of South's OUR FAMILY Makerspace, we envision the gardeners being able to use our commercial sink to wash their produce. We will plan programming about growing produce, and how to cook using fresh produce, using our Sunrise Rotary sponsored mobile kitchen cart.
- Clevnet is now offering a self-checkout option using their Clevnet app on your smartphone. You must be in the library for it to work, as it verifies your location.
- 320 Washington Avenue property had an interested party, but the deal would have required a zoning change, and the buyer was not willing to pursue that. Our current zoning is very restrictive, so our potential buyer pool is limited. The building is not suitable for businesses or commercial use.
- We are still actively looking for maintenance slots that need to be filled. We have one maintenance person for 5 buildings, so we are still using two cleaning companies for custodial duties, and lawn services for mowing. Managers are handling a lot of things like shoveling snow and keeping the grounds tidy. Even with the \$2 per hour increase that we negotiated in the union contract, we cannot get applicants.
- In April, I was contacted by LCCAA Executive Director, Jackie Boehnlein about the possibility of them locating services for 83 Head Start and Early Head Start families in the shell space at our South branch. At the time of remodeling our South branch, we had discussed sharing space with LCCAA. We took steps to properly size and stub out the HVAC system, extend sewage line to the back of the building, etc. so that the unfinished shell space could be easily built out in the future. After discussing with our legal counsel, Dan Petticord, to determine the proper procedure to move forward with this collaboration:
 - EPLS would need to enter an MOU that would cover both the remodeling process and the license to use the space.
 - EPLS would need to pull the permits and go through necessary approvals, for which LCCAA will reimburse the library.
 - EPLS Architect, CBLH Design, will do design, RFC Contracting, owner's rep., will bid out the construction project, provide supervision. Any changes to the building would be with libraries permission.

- LCCAA will comply with EPLS library hours, will use staff entrance also, but intend to have their own restroom. LCCAA will need minimum signage. Would like to complete project in 90 days.
- Ms. Jackie Boehnlein, Executive Director of the LCCAA attended the meeting virtually and explained their plans to use the site as Home Base Service for 83 families on the South side of Elyria. Eight Community Action staff will be stationed at South. LCCAA is looking forward to partnering with EPLS, collaborating with library for programming, and being present for the 83 families on Elyria's South side.
- Partnership would be for 5-year occupancy with option to renew for another 5 years.

Resolution #47.21: On the motion of Gerald Crum, seconded by Sam Battle, the board unanimously agreed to approve the partnership with LCCAA to use shell space at South branch for Home Based Services.

Resolution #48.21: On the motion of Sam Battle, seconded by Gerald Crum, the board unanimously agreed to approve the Director's Report.

7. **President's Report:** Ms. Whitfield had nothing to report.

8. **Committee Reports:**

Friends of EPLS:

Celeste Brlas: 2 Board members rotated off and have been replaced. On Saturday, June 5, 2021, will be having a mini book sale for children's books only from 10am-4pm. Friends will still be taking book donations on the first Friday of every month at Taylor St. between 1pm-3pm. Next board meeting will be Tuesday, June 1st.

Friends of EPLS Keystone:

Aaron McElwain: No friends report, update on friend's member with some health issues.

Elyria Public Library Foundation:

Rhonda Smith: Next Foundation meeting will be held on June 8th. Foundation will discuss ways to help library through possible fundraising for the Library's grand opening of the new Central branch and the 150th celebration.

AD HOC Committee:

Melissa Clifford spoke for the Development Committee: Committee has interviewed two applicants for New Board Members. Both applicants are qualified and have assets to bring to the board. Board would like to bring both applicants on.

Resolution #49.21: On the motion of Melissa Clifford, seconded by Dr. Patricia Schrull, the board unanimously agreed to accept two New Board Members, Mr. Chad Vickers and Ms. Jessica Schneider.

Revised and updated Board policies have been finalized and sent to Board for review.

Resolution #50.21: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the final revised and updated Board policies.

Kaleena Whitfield spoke for the Director's Search Committee:

Committee spoke with 2 firms. After interviews, the committee felt Bradbury Miller would be the best match. The proposal for services was quoted as \$20,000.00.

Resolution #51.21: On the motion of Rhonda Smith, seconded by Debby Kroupa, the board unanimously agreed to hire Bradbury Miller to represent EPLS in the Director's Search.

9. **Old Business:** None

10. **New Business: Ms. Crouse**

Discuss and Consider – **McGinnis Naming Rights Pledge**

The Foundation for the Elyria Public Library has received various donations in memory of Lila McGinnis, who was an EPLS children's librarian and mother of former Deputy Director Ralph McGinnis. At the request of the family, the combined donations will be used to purchase naming rights to a window seat in the new Central children's department in her memory.

Resolution #52.21: On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed to approve acceptance of a donation from the Foundation for the Elyria Public Library in memory of Lila McGinnis.

Discuss and Consider – **Yost Naming Rights Pledge**

One-time donation of \$25,000.00 to be used for outdoor tables and benches at the new Central branch library.

Resolution #53.21: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously agreed to approve acceptance of a naming rights donation from Dale and Mary Lou Yost.

Discuss and Consider – **Letter of Intent for the purchase of 320 Washington Ave**

Our realtor, Jim Vanco, has received an offer for the purchase of the old Central branch building.

Resolution #54.21: On the motion of Rhonda Smith, seconded by Gerald Crum, the board unanimously agreed to approve the Director to enter a letter of intent for the purchase of 320 Washington Ave.

11. **Executive Session:** None

12. Adjournment

Resolution #55.21: On the motion of Gerald Crum, seconded by Sam Battle, the board unanimously agreed to adjourn at 7:11pm.

The next meeting will be Monday, June 14, 2021, at 6:00pm.

Minutes approved for May 10, 2021, as submitted at the June 14, 2021, Board meeting.

President

Secretary

(RLD)