

EPLS Meeting of the Board of Trustees
Monday, October 11, 2021, 6:00pm
Central Branch, Rotary Meeting Room

Board of Trustees Present: Kaleena Whitfield, President; Rhonda Smith, Vice President; Gerald Crum, Melissa Clifford, Jessica Schneider, Dr. Chad Vickers, Sam Battle, Dr. Patricia Schrull
Ray Armstrong Jr. - Absent

Staff Present: Lyn Crouse, Director; Rob Schirhart, Fiscal Officer; Kathleen Runser, Frank Szuch, Terri Miller, Jen Harmon, Danielle Coward, Ginette Laraway

Visitors: Lorain County Prosecutor, Dan Petticord, Roger Riachi

1. **Call to Order:** Ms. Whitfield called the meeting to order at 6:00pm.
Ms. Crouse stated the agenda was amended for tonight's meeting. New agendas were handed out.
2. **Welcome of Attendees:** Ms. Whitfield
3. **Public Hearing of Visitors:** Ms. Whitfield
4. **Consent Agenda Items:**
 - a. Approval of September 13, 2021, Meeting Minutes
 - b. Personnel Actions:
New Hire: Marissa Lee, FT Librarian, Outreach/Bookmobile
Allison Monai, FT YS Librarian, West River
 - c. Memorials/ Donations

Gary & Mary Siwierka	\$50.00	in memory of Companion, Sandy
American Legion Post 12	\$50.00	in memory of Ralph Capasso
Joseph & Carol Vondruska	\$100.00	general donation

Resolution #100.21: On the motion of Dr. Chad Vickers, seconded by Melissa Clifford, the board unanimously agreed to approve the Consent Agenda Items.

5. **Fiscal Officer's Report:** Mr. Schirhart
 - Motion to accept the amounts and rates as determined by the Budget Commission of Lorain County and authorize the necessary tax levies, certifying them to the county Auditor for 2022. This motion to accept, by roll call vote, the tax levy certification for 2022 in the amount of \$3,208,741 (\$2,175,333 operating levy; \$1,033,408 bond levy). As required by State Law; acceptance of the certification of tax levy funds is required by the Board of Trustees by roll call vote. Filing deadline November 2, 2021.

Resolution #101.21: On the motion of Gerald Crum, seconded by Rhonda Smith, by roll call vote the board unanimously agreed to accept the amounts and rates as determined by the Budget Commission of Lorain County and authorize the necessary tax levies, certifying them to the county Auditor for 2022.

- Motion to accept the new Funds Deposit Policy for Elyria Public Library. Currently, the library does not have a Funds Deposit policy in place. This policy creates guidelines for the timely deposit of funds based on the value of the deposit. Currently, without a policy, the library is required to follow state law (ORC9.38) and make all deposits within one (1) business day of receipt. This policy will supersede Ohio Revised Code and allow the library up to three (3) business days to deposit amounts less than \$1,000 after receipt into the Fiscal Office. Any deposits \$1,000 or more will be required to be deposited the next business day after receipt in the Fiscal Office.

Resolution #102.21: On the motion of Rhonda Smith, seconded by Gerald Crum, by roll call vote the board unanimously agreed to accept the new Funds Deposit Policy for Elyria Public Library.

- Motion to accept new Financial Technology Disaster Recovery Policy for the Elyria Public Library. Currently, the library does not have a Financial Technology Disaster Recovery Policy in place. This policy would create guidelines if the financial system should have a catastrophic event. This policy will describe where and how the data is warehoused. The policy also states how the Library's Financial Office will have the ability to continue to do business in lieu of a catastrophic event.

Resolution #103.21: On the motion of Debby Kroupa, seconded by Jessica Schneider, by roll call vote the board unanimously agreed to accept the new Financial Technology Disaster Recovery Policy for the Elyria Public Library.

- The Library Auction at 320 Washington Avenue raised \$3,922, Fees were \$2,131, leaving a net profit of \$1,791 for the library.
- Audit brought to light the library carrying insurance for the Chief Fiscal Officer and Deputy Fiscal Officer should be in Surety Bonds to be compliant with the Ohio Revised Code. Insurance policy has been cancelled and Chief Fiscal Officer and Deputy Fiscal Officer have purchased Surety Bonds.

Resolution #104.21: On the motion of Dr. Patricia Schrull, seconded by Sam Battle, the board unanimously agreed to approve the Fiscal Officer's Report.

6. Director's Report: Ms. Crouse

- Central project is mostly done, few outstanding items. Delayed items are new staff and public computers, 100' screen for the Storytime room, iPads for digital rom signage, and holds lockers. Some additional lighting was an add-on and will be installed this week.

- Having issues with Spectrum providing the service contracted for are on-going. In addition, Spectrum has not made the changes necessary to route each branch directly to Clevnet in Columbus, so we can remove the hub at Washington Avenue. This is delaying closing on that building.
- The statue is complete and has received rave reviews. This will close out the Community Development Block Grant.
- The Donor Reception and Grand Opening events were a big success, with hundreds of people attending each. Thanks are due to all the staff members and volunteers who worked on both.
- The public auction of the contents of Washington Avenue was held on September 25th. Attendance was very low, as were proceeds, but it helped to clear out the building before the turnover to the new owner.
- All EPLS branches are participating in the distribution of COVID testing kits through a partnership with the Ohio Department of Health and the Lorain County Health Department. We received 1,200 rapid test kits to distribute to the public. Kathy Runser developed a protocol for the distribution of the kits using our drive thru windows and curbside capabilities, to assure easy access but protect library staff.
- Kathy Runser and Frank Szuch are leading the NOACA project to install electric car charging stations at our West River Branch. They completed an initial questionnaire and hosted the NOACA site team for a walk thru at West River. They reported that: they met with two people from NOACA last week, who looked over our equipment in the building and surveyed the parking lot, looking at the optimal location for the charging station. They are looking for the best site in terms of visibility and closeness to the electrical. They were felt West River will be an excellent location for a charging station due to its proximity to the Turnpike and 90. Now the NOACA team will draw up their ideas. They seem to think they may be able to use the Southeast corner of the lot near the bank and West River for the installation. They identified powerlines on the tree lawn, and it would make installation much easier and reduce costs.
- The build out of the South Branch shell space continues, with design drawings at 95%, and RFC has preliminary bid numbers. It appears that the project will cost closer to \$350,000 than the original hope of \$250,000, but LCCA has approved the additional expense. CBLH will complete 100% construction drawings and the project will move on.

Resolution #105.21: On the motion of Debby Kroupa, seconded by Jessica Schneider, the board unanimously agreed to approve the Director's report.

7. President's Report:

Ms. Whitfield wanted to acknowledge Lyn Crouse for all her hard work on the construction projects, for her commitment to the community, and the library as a whole. Lyn's results will leave a huge impact on the community and Library as a whole. Thank you for your years of dedication!

8. Committee Reports:

Friends of EPLS - none

Friends of EPLS Keystone - none

Elyria Public Library Foundation - none

AD HOC Committee –

- Ms. Whitfield spoke for the AD HOC Committee. Director's search is down to four (4) candidates. Week of Oct. 18th will be presentations, Q&A Session, and final interviews.
- Ms. Whitfield asked for volunteers to appoint a committee for nominating Officers for next year, 2022. Dr. Patricia Schrull, Debby Kroupa and Sam Battle volunteered.

Resolution 106.21: On the motion of Dr. Chad Vickers, seconded by Sam Battle, the board unanimously agreed to approve the Committee Reports.

9. Old Business: none

10. New Business:

Discuss & Consider: Motion to amend the circulation policy

Amend the EPLS Circulation Policy to extend the term of library cards to three years. Currently, EPLS requires renewal of library cards annually. A survey of Clevnet and Lorain County Libraries regarding card renewals showed that we are the only one with one-year expiration of privileges.

Resolution 107.21: On the motion of Jessica Schneider, seconded by Gerald Crum, the board unanimously agreed to amend the circulation policy to three (3) year expiration.

Discuss & Consider: Resolution to Authorize Signatory

Motion to nominate Board President Kaleena Whitfield as authorized signatory for the Elyria Public Library Board of Trustees to execute closing documents for the sale of 320 Washington Avenue, Elyria.

Resolution 108.21: On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed, by roll call vote, for Kaleena Whitfield as authorized signatory.

11. Executive Session: Pending Litigation

Resolution 109.21: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously agreed, by roll call vote, to go into executive session at 6:35pm for pending litigation.

Resolution 110.21: On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously agreed, by roll call vote, to come out of executive session at 7:30pm.

Dr. Patricia Schrull wanted to bring up the issue with no parking available at our new library to be on the record.

12. Adjournment

Resolution 111.21: On the motion of Rhonda Smith, seconded by Melissa Clifford, the board unanimously agreed to adjourn at 7:30pm.

Next Board meeting will be Monday, November 8th, 2021, at 6:00pm at Central Branch.
Minutes approved for October 11th, 2021; Board meeting, as submitted at the November 8th, 2021, Board meeting.

President

Secretary

(RLD)