

# EPLS Board of Trustees Minutes

December 12<sup>th</sup>, 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, Ray Armstrong Jr.

**Trustees Absent:** Sam Battle

**Staff Present:** Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Rondra Davis, Frank  
Szuch, Terri Miller, Kathy Runser, Tanya White, Ginette Laraway, Monique  
Sherban

**Visitor:** Wendi Zwaduk

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:02pm

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

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

4. **Consent Agenda Items:**

a. Approval of November 14<sup>th</sup>, 2022, monthly meeting minutes

b. Personnel Actions:

New Hires: Matt Bahnsen Social and Community Services

c. Memorials/ Donations:

Vandemark Jewelers	\$25.00	In Memory of M. Dianne Quinn
Richard Vieritz	\$500.00	In Memory of Mitzi B. Vieritz and Nancy L. (FKA Schofield) Vieritz

**Resolution # 131.22:** On the motion of Jessica Schneider, seconded by Dr.  
Patricia Schrull, the board approved the Consent Agenda Items.

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

Motion to adopt the Fiscal Year 2023 Temporary Appropriations (Exhibit 1) in the  
amount of \$10,257,812.27.

The Temporary appropriations approval is required by December 31<sup>st</sup> 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 1<sup>st</sup>.

**Resolution #132.22:** On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board approved to adopt the Fiscal Year 2023 Temporary Appropriations in the amount of \$10,257,812.27.

The audit has been postponed for another month.

EPLS has started the implementation process for both new software's. the launch will be in January 2023.

**Resolution #133.22:** On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the board approved the Fiscal Officer's Report.

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

Operations updates

- a. Holiday at Finwood: EPLS has decorated one of the rooms at the Finwood Estates for Elyria Parks & Rec's Holiday at Finwood that runs Dec 1 - 22
- b. Light Up Holiday Smiles, Nov 30 Huge success with an evening door count of over 800; truly a team effort by all Central staff, Marketing/PR, Facilities, Outreach and Administration
- c. Pioneer Freedge @ EPLS South: The Community Foundation of Lorain County partnered with IOBY (In Our Back Yard) for crowdfunding campaigns for projects that serve neighborhoods in Lorain County. IOBY doubles donations, up to \$1,000. The Freedge campaign raised \$1050, and with matching funds of up to \$1000, a total of \$2050 will help the Freedge to assist with food insecurity in our community.
- d. Mobile Elyria Workforce and Outreach Center (EWOC) Farber Specialty Vehicles is nearly ready, with an updated estimate of January 2023. Two individuals are currently in training and beginning to create programs and develop connections.
- e. Manager development. Admin team began working with managers to test and implement expectations for one-on-one check-in meetings with staff to listen for staff input and have open channels for feedback, beginning Jan 2023
- f. Change the Cycle: The Women's Fund has launched Change the Cycle, a coalition to solve Period Poverty, or the lack of access to affordable feminine hygiene products for women and teens. The Women's Fund received a grant from the UPS Foundation and continues to receive local donations. Beginning in 2023 EPLS Central and South will be pilot project locations to test free dispensers and a monthly supply quantity.
- g. LCCC partnership: Several key staff met with Marcia Ballinger and the LCCC Leadership team to discuss ways to grow our partnership. Staff toured the FabLab, virtual reality studio, and are discussing possibilities for joint programs in collaboration. EPLS has re-started family programs at Bass Library. The Dean who oversees the library has joined the council of library directors in Lorain County.

Strategic planning update

- a. Final meeting facilitated by Arnold Hirshon took place Dec 6<sup>th</sup>
- b. A draft is in the last stages of fine-tuning and will be discussed with management and staff before the January Board meeting

Spotlight on a library initiative

Speaker: Monique Sherban, Outreach Manager. Update and overview of current Outreach services and partnerships

Ms. Monique Sherban gave an interesting and informative presentation to highlight all the great services the Outreach and Bookmobile departments offer including Homebound services, school Storytime's, Senior Living facilities Lobby Stops, delivery of books to the Lorain Medina Community Based Correctional Facility, among countless other services. The Outreach Department and the Bookmobile continue to participate in community events such as Third Thursdays, Elyria Farmers Market, and the Apple Festival.

**Resolution #134.22:** On the motion of Dr. Chad Vickers, seconded by Ray Armstrong Jr., the board approved the Director's Report.

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

Ms. Kroupa reported she enjoyed working on the EPLS Strategic Planning Committee. She has learned a lot. The board should be pleased with the final draft.

**Resolution 135.22:** On the motion of Jessica Schneider, seconded by Dr. Patricia Schrull, the board approved the President's Report.

**8. Committee Reports:**

Friends of EPLS – none

Friends of EPLS Keystone – Ms. Zawduk spoke for the Friends of EPLS Keystone, Book Sale raised \$6,155.99 profit. Community helped by donating the space, bags, and tables. Tree lighting went great on Dec. 1<sup>st</sup>, 2022. Small crowd but joyous and festive.

Elyria Public Library Foundation – Ms. Smith spoke on behalf of the Elyria Public Library Foundation. Currently working on the Strategic Plan. Looking for ways to get the word out about the Foundation. Thinking about Bookmarks and in the spring, hosting a fundraiser at Top Golf.

AD HOC Committee –

Review Board Recruitment and Orientation Plan Committee: Dr. Schrull and Ms. Schneider spoke of behalf the committee. They are working on and will have an update for the January 9<sup>th</sup>, 2023, meeting.

Nomination Officer’s Committee: Ms. Schneider spoke on the behalf of the committee. She announced the nominees:

- Debbie Kroupa – President
- Rhonda Smith – Vice President
- Dr. Chad Vickers – Secretary

Vote will be at the January 9<sup>th</sup>, 2023, Annual Board Meeting.

**Resolution #136.22:** On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board approves the Committee Reports.

**9. Old Business:**

Tabled: Motion to approve revised Sick Leave Bank Policy

**Resolution #137.22:** On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board approved, by roll call vote, the revised Sick Leave Bank Policy.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	<u>X</u>			
Rhonda Smith	<u>X</u>			
Dr. Chad Vickers	<u>X</u>			
Sam Battle				<u>X</u>
Ray Armstrong Jr.	<u>X</u>			
Dr. Patricia Schrull	<u>X</u>			
Jessica Schneider	<u>X</u>			

**10. New Business:**

Motion to approve Agency Agreement between Elyria Public Library System and Lorain County Community College

**Resolution #138.22:** On the motion of Rhonda Smith, seconded by Jessica Schneider, the board approved, by roll call vote, the Agency Agreement between the Elyria Public Library System and Lorain County Community College.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	<u>X</u>			
Rhonda Smith	<u>X</u>			
Dr. Chad Vickers	<u>X</u>			
Sam Battle				<u>X</u>
Ray Armstrong Jr.	<u>X</u>			
Dr. Patricia Schrull	<u>X</u>			
Jessica Schneider	<u>X</u>			

**11. Executive Session:** To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

**Resolution #139.22** – On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board agreed, by roll call vote, to go into Executive Session at 6:58pm.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	X			
Rhonda Smith	X			
Dr. Chad Vickers	X			
Sam Battle				X
Ray Armstrong Jr.	X			
Dr. Patricia Schrull	X			
Jessica Schneider	X			

**Resolution #140.22:** On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board agreed, by roll call vote, to reconvene from Executive Session at 7:43pm.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	X			
Rhonda Smith	X			
Dr. Chad Vickers	X			
Sam Battle				X
Ray Armstrong Jr.	X			
Dr. Patricia Schrull	X			
Jessica Schneider	X			

**Motion:** To amend Resolution #129.22, dated November 14<sup>th</sup>, 2022. The motion was to approve a wage increase of 4.25% for non-union staff. The amendment is to add “excluding non-union staff who are in their probationary period on October 1<sup>st</sup>, 2022, or who were hired for a non-union position on or after October 1<sup>st</sup>, 2022.

**Resolution #141.22:** On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board approve, by roll call vote, the amendment to add “excluding non-union staff who are in their probationary period on October 1<sup>st</sup>, 2022, or who were hired for a non-union position on or after October 1<sup>st</sup>, 2022” to Resolution #129.22, dated November 14<sup>th</sup>, 2022, to approve a wage increase of 4.25% for non-union staff.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	X			
Rhonda Smith	X			
Dr. Chad Vickers	X			
Sam Battle				X
Ray Armstrong Jr.	X			
Dr. Patricia Schrull	X			
Jessica Schneider	X			

**Motion:** To adjust the Director’s salary as discussed in Executive Session.

**Resolution #142.22:** On the motion of Dr. Chad Vickers, seconded by Jessica Schneider, the board approved, by roll call vote, to adjust the Director’s salary as discussed in Executive Session.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	X			
Rhonda Smith	X			
Dr. Chad Vickers	X			
Sam Battle				X
Ray Armstrong Jr.	X			
Dr. Patricia Schrull	X			
Jessica Schneider	X			

**12. Adjournment**

**Resolution #143.22:** On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board agreed to adjourn the meeting at 7:49PM.

Next Board meeting will be January 9<sup>th</sup>, 2022, at 6pm in the Rotary Room.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

RLD