

**EPLS Board of Trustee
Meeting Minutes
February 14, 2022, 6:00pm
Central Branch Rotary Room**

Trustees Present: Debbie Kroupa; President, Rhonda Smith; Vice-President; Dr. Chad Vickers; Secretary, Sam Battle, Jessica Schneider, Ray Armstrong, Jr., Dr. Patricia Schrull, Melissa Clifford

Absent: Kaleena Whitfield

Staff Present: Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Kathy Runser, Frank Szuch, Terri Miller, Tammy Collins

Visitors: Dan Petticord, Lorain County District Attorney

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:00pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Public Hearing of Visitors:** Ms. Kroupa
4. **Executive Session #1:** Pending Litigation

Resolution #20.22: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board agreed, by roll call vote, to enter executive session for discussion of pending litigation at 6:02pm.

TRUSTEE	YAY	NAY	ABSTAIN
Debbie Kroupa	X		
Rhonda Smith	X		
Dr. Chad Vickers	X		
Sam Battle	X		
Dr. Patricia Schrull	X		
Jessica Schneider	X		
Ray Armstrong Jr.	X		
Melissa Clifford	X		
Kaleena Whitfield			

Resolution # 21.22: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board agreed, by roll call vote, to leave executive session after discussing pending litigation at 6:20pm.

TRUSTEE	YAY	NAY	ABSTAIN
Debbie Kroupa	X		
Rhonda Smith	X		
Dr. Chad Vickers	X		
Sam Battle	X		
Dr. Patricia Schrull	X		
Jessica Schneider	X		
Ray Armstrong Jr.	X		
Melissa Clifford	X		
Kaleena Whitfield			

Resolution # 22.22: Motion to accept the mediation agreement between the City of Elyria and ECIC concerning the pending litigation.

On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schrull, the board agreed, by roll call vote, to accept the agreement between the City and ECIC concerning the pending litigation.

TRUSTEE	YAY	NAY	ABSTAIN
Debbie Kroupa	X		
Rhonda Smith	X		
Dr. Chad Vickers	X		
Sam Battle	X		
Dr. Patricia Schrull	X		
Jessica Schneider			X
Ray Armstrong Jr.	X		
Melissa Clifford	X		
Kaleena Whitfield			

5. Consent Agenda Items:

a. **Approval** of January 10th, 2022, Annual and monthly meeting minutes

b. Personnel Actions:

New Hire: Jason Weimer; Human Resources Manager
 Sara Rhodes; Library Tech III/Bookmobile Driver
 Monique Sherban; Outreach Manager
 Carrie Tilley; Information Service Manager

Odette Bryant; Assistant Librarian/West River Youth
Christine DeMarco; Assistant Librarian/Central
Steven Zivkovic; Library Tech II/Central
Resignation: Meghan Haar; Information Services Manager

c. Memorials/Donations

Vandemark Jewelers	\$25.00	in memory of Clarence Casey
Community Foundation	\$256.08	East Elyria Kiwanis Endowment Fund
Community Foundation	\$334.00	Elizabeth Taylor Memorial Fund
Community Foundation	\$659.00	Andrew & Phyllis W. Allan Fund

Resolution #23.22: On the motion of Melissa Clifford, seconded by Dr. Patricia Schroll, the board unanimously agreed to approve the Consent Agenda Items.

6. Fiscal Officer's Report: Mr. Schirhart

Resolution #24.22: Motion to approve the MOU from State Auditor's Office and contract with independent Audit Firm of Cantor & Associates

On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously agreed to approve the MOU from the State Auditor's Office and contract with Independent Audit Firm of Cantor & Associates to perform the FY20-FY25 financial audits for the Library.

Resolution #25.22: On the motion of Sam Battle, seconded by Dr. Patricia Schroll, the board unanimously agreed to approve the Fiscal Officers Report.

7. Director's Report: Ms. Starkey

Operations: Resume full hours on February 28th, 2022

Programming had resumed

Staffing levels are back to full strength

Buildings: Shields have been installed on roof top

EPLS lettering has been removed from Washington Ave.

Discussion about a Meet & Greet Event, possible in Spring, will discuss further

Strategic Planning Pre-work: gathering information for consultation

2022 Priorities: Increase patron engagement

Organizational development Partnerships

Resolution #26.22: On the motion of Melissa Clifford, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Directors Report.

8. President's Report: Ms. Kroupa

The President discussed a Library Trustee Workshop hosted by the Ohio Library Council on March 14th, 2022. She invited all Trustees to go.

Resolution #27.22: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously agreed to approve the Presidents Report.

9. Committee Reports:

Friends of EPLS - None

Friends of EPLS Keystone - None

Elyria Public Library Foundation – Rhonda Smith spoke for the Foundation, they had an informal meeting, working on some ideas, should have something to report next month.

AD HOC Committee- Jessica Schneider spoke for the Appreciation Committee. On January 27th, 2022, a few board members were able to deliver the coco bombs and cups to the EPLS Staff. The gift was well received, and they enjoyed being able to meet staff at the new branches and seeing Taylor Street.

Resolution #28.22: On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Committee Reports.

10. Old Business:

Discuss & Consider: Motion to Rescind the MOU with LCCAA for the South Branch shell space buildout

Resolution #29.22: Motion to table the rescinding of the MOU with LCCAA for South Branch shell space buildout.

On the motion of Melissa Clifford, seconded by Dr. Patricia Schrull, the board unanimously agreed to Table the Motion to Rescind the MOU with LCCAA for the South Branch shell space buildout until the March 14th, 2022, meeting.

11. New Business:

Discuss & Consider: Motion to approve purchase of Outreach Vehicle

Resolution #30.22: Motion to approve purchase of Outreach Vehicle
On the motion of Dr. Patricia Schrull, seconded by Melissa Clifford, the board unanimously agreed to approve the purchase of an Outreach Vehicle.

12. Executive Session: Personnel Issues

Resolution #31.22: On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schrull, the board agreed, by roll call vote, to enter Executive Session #2 for Personnel Issues at 7:23pm.

TRUSTEE	YAY	NAY	ABSTAIN
Debbie Kroupa	X		
Rhonda Smith	X		
Dr. Chad Vickers	X		
Sam Battle	X		
Dr. Patricia Schrull	X		
Jessica Schneider	X		
Ray Armstrong Jr.	X		
Melissa Clifford	X		
Kaleena Whitfield			

Resolution #32.22: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board agreed, by roll call vote, to leave Executive Session #2 for Personnel Issues at 8:30pm.

TRUSTEE	YAY	NAY	ABSTAIN
Debbie Kroupa	X		
Rhonda Smith	X		
Dr. Chad Vickers	X		
Sam Battle	X		
Dr. Patricia Schrull	X		
Jessica Schneider	X		
Ray Armstrong Jr.	X		
Melissa Clifford	X		
Kaleena Whitfield			

Resolution #33.22: Motion: Adjust salary for Fiscal Officer.

On the motion of Rhonda Smith, seconded by Sam Battle, the board agreed, by roll call vote, to adjust Fiscal Officer’s Salary to the terms discussed in Executive Session.

TRUSTEE	YAY	NAY	ABSTAIN
Debbie Kroupa	X		
Rhonda Smith	X		
Dr. Chad Vickers	X		
Sam Battle	X		
Dr. Patricia Schrull	X		
Jessica Schneider	X		
Ray Armstrong Jr.	X		
Melissa Clifford	X		
Kaleena Whitfield			

13. Adjournment

Resolution #34.22: On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board unanimously agreed to adjourn at 8:40pm.

Next board meeting will be held on Monday, March 14th, 2022, at 6:00pm in the Rotary Room at the Central Library. Minutes of February 14th, 2022, Board Meeting are approved.

President

Secretary

(RLD)