

2022 January Monthly Board Meeting
Monday, January 10th, 2022
6pm Central Rotary Room

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

Trustee Absent: Sam Battle

Staff Present: Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Frank Szuch, Terri Miller, Ronda Davis

Visitors: Mercedes Szuch, Jackie Boehnlein

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:12pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Public Hearing of Visitors:** Ms. Kroupa

Jackie Boehnlein, Executive Director for Lorain County Community Action Agency spoke to board regarding South Branch buildout. Changes is agreement between EPLS and LCCAA. LCCAA have run into monetary issues and construction site change developments for the original construction agreement. LCCAA is proposing new agreement where they will only use the space for socialization activities, no longer the home base. LCCAA will operate only during library business hours, using library property and facilities to do business. Events regularly happen 4 times a week for a period of 4 hours each, approximately 25 people.

Board formed a committee, Jackie, Rob, and Rhonda to work on new agreement and give to board before next meeting for review.

Resolution #10.22: On the motion of Rhonda Smith, seconded by Kaleena Whitfield, the board unanimously agreed to table the issue for further review and to revisit at the February 14th, 2022, meeting.

4. Executive Session:

Discuss & Consider: Pending Litigation

Discuss & Consider: To consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee or official

Resolution #11.22: On the motion of Rhonda Smith, seconded by Dr. Chad Vickers, the board unanimously agreed, by roll call vote, to go into executive session at 6:20pm.

Resolution #12.22: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed, by roll call vote, to come out of executive session at 7:27pm.

5. Consent Agenda Items:

a. Approval of December 10th, 2021, Meeting Minutes

b. Personnel Actions:

New Hire: Jennifer Starkey, Director

c. Memorials:

Vandemark Jewelers	\$25.00	in memory of Edward A. Scrivens
Vandemark Jewelers	\$25.00	in memory of Alex Krutowskis
Vandemark Jewelers	\$25.00	in memory of Robert G. Dempsey
Vandemark Jewelers	\$50.00	in memory of Carol Wagner
Iroquois Group Charitable		
Giving Fund	\$500.00	in memory of Mike Thomin
Peggy Dalton Love	\$50.00	General Donation
95 Book Club	\$550.00	General Donation
95 Book Club	\$25.00	General Donation
Vandemark Jewelers	\$25.00	in memory of Marilou Hiltabiddle
Vandemark Jewelers	\$25.00	in memory of Catherine Wilber
Mary Ann Novak	\$30.00	in memory of Gerald Koepf
Vandemark Jewelers	\$25.00	in memory of Lester Freeman
MaryAnn Walker	\$100.00	in memory of Gerald Koepf

Resolution #13.22: On the motion of Ray Armstrong Jr., seconded by Rhonda Smith, the board unanimously approved the Consent Agenda Items.

6. Fiscal Officer's Report: Mr. Schirhart

- Discussion of financial investment yields and interest rates on accounts.
- December and FY2021 are closed.
- Budget and purchase orders have been loaded for FY2022.

Resolution #14.22: On the motion of Dr. Patricia Schroll, seconded by Rhonda Smith, the board unanimously approved the Fiscal Officer's report.

7. Director's Report: Ms. Starkey

- Library has distributed 6000 COVID test kit to date. We intend to continue participation in the test kit distribution.

- Omicron surge response measures effecting library in temporarily closing South branch out of precaution, reinstating masking requirements and cancel in-person programs. We moved to curbside for a week due to staff shortages and illnesses. Currently operating reduced hours, full COVID protocol.
- Central lockers have been installed and operational. No additional leaks at Central. Frank has requested quotes to upgrade security system at West River and additional cameras at Central.
- Jennifer Harmon recently promoted to Community Engagement Director. Duties include overseeing, PR, Programming and Marketing, and the Outreach Department. Jennifer will report to Director.
- Director continues meeting with staff, Community leaders, OLC, and Clevnet Leadership.

Resolution #15.22: On the motion of Jessica Schneider, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Directors Report.

8. President's Report: Ms. Kroupa

9. Committee Reports:

Friends of EPLS - none

Friends of EPLS Keystone - none

Elyria Public Library Foundation – Ms. Smith spoke for foundation, next meeting will be January 19th, 2022.

AD HOC Committee – Board is planning staff appreciation for end of month. Hopes to continue appreciation efforts for the long-term.

Resolution 16.22: On the motion of Dr. Chad Vickers, seconded by Kaleen Whitfield, the board unanimously approved the Committee Reports.

10. Old Business: none

11. New Business:

Discuss & Consider: Motion to approve updated Circulation Policy & Procedure

Edits: pg. 1 – 2nd paragraph change to 6th birthday

pg. 3 – Rules for 3 for Me cards to change to new name

Inquire with Clevnet per better notifications on late items and lost items

Resolution #17.22: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the updated Circulation Policy and Procedure with corrected edits.

Discuss & Consider: Motion to approve updated Room Usage Policy

Resolution #18.22: On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the updated Room Usage Policy.

12. Adjournment

Resolution #19.22: On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the board unanimously agreed to adjourn at 7:49pm.

Next board meeting will be held on Monday, February 14th, 2022, at 6:00pm in the Rotary Room at the Central library. Minutes of January board meeting dated January 10th, 2022, are approved.

President

Secretary

(RLD)