

# EPLS Board of Trustee Meeting Minutes

March 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, Kaleena Whitfield

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

**Visitor:** Wendy Zwaduk; President of EPLS Friends of Keystone

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 February 14th, 2022, monthly meeting minutes
  - b. **Personnel Actions: None**
  - c. **Memorials/Donations**  
Vandemark Jewelers \$25.00 in memory of Irene Grace Sooy

**Resolution #35.22:** On the motion of Dr. Patricia Schrull, seconded by Kaleena Whitfield, the board unanimously agreed to approve the Consent Agenda Items.

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

**Resolution #36.22:** Motion to adopt the Fiscal Year 2022 Permanent Appropriations in the amount of \$8,572,434.14 for the Elyria Public Library.

On the motion of Sam Battle, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Fiscal Year 2022 Permanent Appropriations in the amount of \$8,572,434.14 for the Elyria Public Library System.

**Resolution #37.22:** On the motion of Jessica Schneider, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the Fiscal Officers' Report.

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

- Settlement agreement with City of Elyria and ECIC has been signed by all parties
- Operations: back to full hours, measuring patron engagement, tracking trends, summer reading planning
- Buildings: Upgrades to security system at West River will be installed, South branch will be hosting a "Freedge", Horizon/Americorps will stock and clean, Ours will be the first in Ohio, West River, adding tables and chairs, Taylor office reconfiguration, small project
- Board Reporting: Format for reports from branches, format for statistical reporting, preferences for print vs. digital. Highlights, stats, previous Board minutes will be digital only, agenda, motions will be paper.
- Merit based reviews for managers task force
- Strategic planning consulting: Two (2) firms to choose from NEO and State Library. After review, EPLS will proceed with the State Library.
- Director Meet & Greet, start planning process

**Resolution #38.22:** On the motion of Rhonda Smith, seconded by Kaleena Whitfield, the board unanimously agreed to approve the Director's Report.

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

- Reported feedback on the Virtual OLC Library Trustee Workshop.
- April 6<sup>th</sup>, 2022, is Legislative Day, participate if possible.
- May 12<sup>th</sup>, 2022, Trustee Dinner

**Resolution #39.22:** On the motion of Dr. Patricia Schrull, seconded by Jessica Schneider, the board unanimously agreed to approve the President's Report.

## 8. Committee Reports:

**Friends of EPLS:** Jen Starkey spoke on behalf of the EPLS Friends; planning a book sale in late November 2022. Looking for a location.

**Friends of EPLS Keystone:** Wendy Zwaduk spoke on behalf of the EPLS Friends Keystone; Books and Brunch coming up on April 23<sup>rd</sup>, 2022 with the theme being "Where the Journey Leads". Friends have started to take book donations again, lots and lots of books coming in. Scheduling a drop off day in June 2022 at the Village building in Lagrange.

**Elyria Public Library Foundation:** Rhonda Smith spoke on behalf of the Foundation; the meeting will be held March 23<sup>rd</sup>, 2022.

**AD HOC Committee:** none

**Resolution #40.22:** On the motion of Kaleena Whitfield, seconded by Melissa Clifford, the board unanimously agreed to approve the Committee Reports.

**9. Old Business:**

*Discuss & Consider:* Motion to Rescind the MOU with LCCA for South shell space Buildout

**Resolution #41.22:** Motion to rescind the MOU with LCCA for South shell space Buildout.

On the motion of Ray Armstrong Jr., seconded by Kaleena Whitfield, the board unanimously agreed to rescind the MOU with LCCA for South shell space Buildout.

**10. New Business:** none

**11. Adjournment**

**Resolution #42.22:** On the motion of Ray Armstrong Jr., seconded by Sam Battle, the board unanimously agree to adjourn the meeting at 7:04pm.

Next Board meeting will be held on Monday, April 11<sup>th</sup>, 2022, at 6:00pm in the Rotary Room at the Central Library. Minutes of March 14, 2022, Board Meeting are approved.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

(RLD)

