

EPLS Board of Trustees Minutes

November 14th, 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, Sam Battle, Ray Armstrong Jr.

Staff Present: Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Rondra Davis, Frank
Szuch, Terri Miller, Kathy Runser, Tanya White, Jen Harmon, Jason Weimer, Kate
Stucke, Ginette Laraway

Visitor: Celeste Brlas, Wendi Zwaduk

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:01pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Public Hearing of Visitors:** Ms. Kroupa
4. **Consent Agenda Items:**
 - a. Approval of October 10th and Oct. 24th, 2022, monthly meeting, and special meeting minutes
 - b. Personnel Actions:
 - New Hires:
 - Hailey Lloyd Library Tech II
 - Mya Taylor Assistant Librarian
 - Resignations:
 - Christopher Faddis Fleet Services Manager
 - c. Memorials/ Donations:

Vandemark Jewelers	\$25.00	In Memory of Wayne Baus
Cynthia Buckosh	\$150.00	In Memory of MaryLou Yost
Elyria Country Club OBs	\$200.00	In Memory of MaryLou Yost
Cindy & Bruce Faraji	\$30.00	In Memory of Charlotte Wetzel

Resolution # 114.22: On the motion of Dr. Patricia Schrull, seconded by Jessica Schneider, the board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer's Report:** Mr. Schirhart
Motion for a FUND-TO-FUND transfer:
From General Fund 101.001.59999 To: Debt Service – 301.000.49999 for
\$289,118.75 and

From: General Fund 101.001.59999 To: Debt Service – 301.000.49999 for \$340,000.00

Resolution # 115.22: On the motion of Sam Battle, seconded by Dr. Patricia Schrull, the board unanimously approved the fund transfers.

- The FY21 990 has been completed and filed
- The audit has been postponed for another month
- We have started the implementation process for both new software's

Resolution #116.22: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously approved the Fiscal Officer's Report.

6. Director's Report: Ms. Starkey

Facilities updates

Central stacks shifting – At Central we are moving 2 ranges of books and the periodicals range, and the seating area will be moved. We will be shifting about 12 ranges shelving. Collections will never be inaccessible, but patrons may have to ask for help for the sections on carts during the shifting. The entire project will be completed by the end of the week. The purpose is to create a reading nook and seating area that features new books, periodicals, and comfortable seating

Operations updates

Hotspots – Today we began a new offering to circulate hotspots

Notary Service – identified staff to send for Notary Public training, to begin offering Notary services (free and for limited purposes) beginning in 2023

Strategic planning update

Timeline

Nov 1: Committee work session, brainstorming day

Nov 8: Draft plan outline discussed and fleshed out

Dec 6: Last work session to finalize draft with staff input; Discuss internal plan and discuss the implementation of the plan

Goal: At January Board meeting Jen to present the plan for adoption

State Library report – Identified recommended focus areas that came out of the community survey and focus group and the board and staff workshops.

Key focus areas:

- Space usage and optimization
- Re-envisioning of programming to reach new users and have greater variety

- Technology learning and access
- Vibrant community partnerships
- Expanding outreach services with EWOC and more
- Opportunities for expression and creativity, activating the makerspace concept & space

Spotlight on a library initiative

Speaker: Kate Stucke, West River Adult Services Librarian, LCPH Healthy Places Grant and Garden project

The Board was very excited to hear about the garden at West River. Ms. Stucke gave an exciting presentation. Ms. Stucke was thanked for taking the initiative to go for the grant, organize and execute.

Resolution #117.22: On the motion of Dr. Chad Vickers, seconded by Jessica Schneider, the board unanimously approved the Director’s Report.

7. President’s Report: Ms. Kroupa

Fiscal Officer, Rob Schirhart’s contract was approved. Debbie Kroupa and Sam Battle are working with Library on Strategic Planning.

Resolution #118.22: On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the board unanimously approved the President’s Report.

8. Committee Reports:

Friends of EPLS: Celest Brlas spoke for the Friends of EPLS. Book Sale raised almost \$11,000. Thank you to all the volunteers that helped. Remaining books are donated to Better World Books, which will distribute the books to low-income housing. They will be working on coming up with new creative ways to sell books next year.

Friends of EPLS Keystone: Wendi Zwaduk spoke for the Friends of EPLS Keystone. The group was getting ready for their book sale. Thursday, November 17th through Sunday, November 20th. December 1st, 2022 will be the annual Tree Lighting at 7pm at the Keystone Branch. In 2023, they will be looking for a new Treasurer.

Elyria Public Library Foundation: Rhonda Smith spoke for the Foundation. The Foundation is working on their Strategic Plan. Looking to rebrand the Foundation and looking for new ways to raise money. Annual Appeal will be going out in December. They are in the process of looking for a new Board Member.

Rob Schirhart has accepted the position of the Treasurer of the Foundation. Their new website should be up and running by January 2023.

AD HOC Committee:

Review Board Recruitment and Orientation Plan Committee: Working on new ideas of recruiting new board members. Possibly through social media. Looking towards February as a target for Recruitment month.

Nomination Officer's Committee: People have been approached; committee will be ready for January Annual Meeting.

Resolution #119.22: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously approved the Committee Reports.

9. Old Business:

10. New Business:

A. **Motion:** to approve revised Sick Leave Bank Policy

Motion: to table the Sick Leave Bank Policy until December meeting for revisions.

Resolution #120.22: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to table the Sick Leave Bank Policy until the December meeting.

B. **Motion:** to approve revised Collection Development Policy
Policy was simplified. A general policy would be easier to work with.

Resolution #121.22: On the motion of Ray Armstrong Jr., seconded by Dr. Chad Vickers, the board, by roll call vote approved the revised Collection Development 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>

*Jessica Schneider had to step out of the Meeting at 6:56pm.

After discussion about Mission and Vision Statement on Policy, the Board asked for this to be excluded from the policy.

Motion: to rescind the motion on the original Revised Collection Development policy.

Resolution #122.22: On the motion of Ray Armstrong Jr., seconded by Dr. Chad Vickers, the board, by roll call vote, agreed to rescind the motion on the original Revised Collection Development 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>

*Jessica Schneider was out of the room.

Motion: to approve the Revised Collection Development Policy with excluding the Mission and Vision Statement.

Resolution # 123.22: On the motion of Ray Armstrong Jr., seconded by Dr. Chad Vickers, the board, by roll call vote, agreed to approve the Revised Collection Development Policy with excluding the Mission and Vision Statement.

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>			

*Jessica Schneider reentered the meeting at 7:01pm.

C. **Motion:** for deaccession of outdated IT equipment

Resolution # 124.22: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the deaccession of outdated IT equipment.

D. **Motion:** for deaccession of outdated or damaged furniture

Resolution #125.22: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the deaccession of outdated or damaged furniture.

11. Executive Session – For Collective Bargaining

Resolution #126.22: On the motion of Dr. Patricia Schrull, seconded by Sam Battle, by roll call vote, the board agreed to go into executive session at 7:04pm.

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>			

Resolution #127.22: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, by roll call vote, the board agreed to reconvene from executive session at 7:47pm.

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>			

A. **Motion:** to approve the New Collective Bargaining Agreement between Local 792 and EPLS – for amendment October 1st, 2022.

Resolution #128.22: On the motion of Jessica Schneider, seconded by Dr. Patricia Schrull, the board agreed, by roll call vote, to approve the Ratified Collective Bargaining Agreement between Local 792 and EPLS – for amendment October 1st, 2022.

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>			

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B. Motion: to approve a wage increase of 4.25% for non-union staff.

Resolution #129.22: On the motion of Dr. Chad Vickers, seconded by Ray Armstrong Jr., the Board agreed, by roll call vote, to approve the wage increase of 4.25% for non-union staff.

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>			

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12. Adjournment

Resolution #130.22: On the motion of Ray Armstrong Jr., seconded by Debbie Kroupa, the board unanimously agreed to adjourn the meeting at 7:53pm.

Next Board Meeting will be held on December 12, 2022, at 6:00pm, in the Rotary Room at the Central Library.

President

Secretary

(RLD)