

**2023 EPLS Board of Trustee
Meeting Minutes
Monday, February 13th, 2023, 6:00pm
Central 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, Ginette Laraway, Mary Harris

Visitor: Wendi Zwaduk

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:01pm.
 2. **Welcome of Attendees:** Ms. Kroupa
 3. **Hearing of Public Visitors:** Ms. Kroupa
 4. **Consent Agenda Items:**
 - a. Approval of January 9th, 2023, Annual and Regular meeting minutes
 - b. Personnel Actions: Aimee Adams, resigned from South Branch Manager
Mary Fortson, West River Tech II
Stephanie White, West River Tech II
 - c. Memorials/Donations:

Rhonda Smith	\$25.00	in memory of Guy Page
Vandemark Jewelers	\$25.00	in memory of Nancy Anderson
Vandemark Jewelers	\$25.00	in memory of Kirsten Bires
Mr. & Mrs. Podsedly	\$100.00	in memory of Peggy Love
Mr. Robert Anderson	\$50.00	General Donation
- Resolution #21.23:** 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
 - Investment Yield: StarOhio month average: 4.56%, as of 2/10/2023 the rate is 4.88%.
 - Interest for the month was \$31,109.21. Prior month: \$29,249.32
 - The audit has been postponed for another month.

Resolution #22.23: On the motion of Ray Armstrong, Jr., seconded by Dr. Patricia Schroll, the board unanimously approved the Fiscal Officer's Report.

6. Director's Report: Ms. Starkey

1. Facilities updates

- a. Electric Vehicle Charging Station
 - i. State of Ohio Administrative Rules prohibit awarding a contract if it exceeds 10% above the estimate. NOACA was unable to proceed because all qualifying proposals exceeded the estimate by more than 10%
 - ii. NOACA is refining the RFP specifications and will initiate another procurement with the intended timeframe to be approved by NOACA board in June and construction to be completed by the end of 2023
- b. Taylor facility roof small leak was discovered and Professional Roofing is coming to make the repairs
- c. Bench Project at South
 - 1. Friends of EPL have a donor who is funding a project to install a bench at South
 - 2. Bench is shaped like an open book, artwork will be designed by a team of high school students with Leaders of Today, with mentorship from the Elyria Arts Council
 - 3. Library will approve the prototype and the final design

2. Operations updates

- a. EWOC Elyria Work & Outreach Center
 - i. The vehicle is here!
 - ii. Vehicle staff Matt and Leanne will have the vehicle open to board members immediately before the March 13th Board meeting at West River 5:30-6pm
 - iii. it will be showcased for the public at the Library Celebration (Monday April 24th, beginning of National Library week)
 - iv. Early partnerships that are ready to launch this spring:
 - 1. Lorain County Office on Aging: provide several potential hosts sites to help seniors utilize technology and maximize personal tech devices

2. United Way of Greater Lorain County: We will take tax preparation services to areas of the city that may not have access or transportation
3. Lorain County Public Health: access to their site as a consistent place to provide technical/document help to individuals on their way to appointments. LCPH observes that individuals come to appointments there without needed forms and no way to print them on site. LCPH will join us periodically in the community to provide programming/services to underserved areas of Elyria

b. Change the Cycle

- i. The Women's Fund at the Lorain County Community Foundation funding
- ii. All library systems in Lorain County participating in the program at some level
- iii. EPLS is piloting 1 dispenser at Central, 1 at South to start and intent to expand once we test it and evaluate the demand

c. South branch – refocusing and developing unique identity

- i. Engaging south branch staff in the process
- ii. Spaces
 1. Children's area
 - a. Visibility for caregivers needing to use technology
 2. Technology
 - a. Computer configuration, improvement to align with S.P.; need for productivity spaces, privacy, consultation spaces
 3. Collections
 - a. Data driven approach to evaluate under-utilized parts of the collection, less collection
 4. Programs
 - a. More focus on life and work and home success skills
 - b. Utilize the makerspace effectively to attract new program attendees

5. Identity

- a. Moving toward technology support, career and workforce support, social services connections and referral, work, and life success skills
- b. Fewer youth visiting the branch than when it was co-located with Head Start

d. Strategic plan released to the community

- i. story ran in the Chronicle Telegram 2/9/23

e. Freedged

- i. Interest is picking up, more donations coming in from individuals, there is continual demand, many families that check it regularly

f. Informacast

- i. Notification service offered to us through ClevNet
- ii. Implemented fully with staff so that we can immediately share emergency and urgent information with staff by their preferred means of contact (text, email, phone call), abandoning calling tree for this much faster way to share information

g. **Spotlight on a library initiative**

Speaker: Mary Harris, Manager, Adult Services Team, West River

- i. How EPL serves the community during tax season
- ii. Tax preparation help partnership with United Way

Resolution #23.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously approved the Director's Report.

7. **President's Report:** Ms. Kroupa had no report this month.

8. **Committee Reports:**

Friends of EPLS: Ms. Starkey spoke on behalf of the EPLS Friends, the book sale will be divided into two smaller sales this year; one in spring and one in fall.

Friends of EPLS Keystone: Ms. Zwaduk spoke on behalf of the Friends of EPLS Keystone. Groups is looking for new and younger volunteers. New treasurer is Patti Baker. They are working out the logistics for this year's book sale. At their

March 16th meeting, they will have a presentation by Kim Strauss; he is donating the proclamation for Keystone Library and some other items. Ms. Zwaduk asked if someone from the library would like to video tape his presentation to preserve for library records.

Elyria Public Library Foundation: Ms. Smith spoke on behalf of the Foundation. The Foundation recently took a field trip to Top Gulf to check out the venue for a future fundraiser. They are trying to keep tickets affordable, and ticket will include food. Mr. Schirhart is wonderful as their new Treasurer. The Foundation has a new and updated website.

Finance and Audit Committee: None

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee: Ms. Schneider spoke on behalf of the committee. The application for Trustee has been revised and made into a living document. The whole process is online and interactive. Forms can be filled out directly from your phone also. Includes an Excel spreadsheet for comparison. Board hopes to roll out new campaign for Trustees by EPLS Open House on April 24th, 2023.

Resolution #24.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the Board unanimously approved the Committee Reports.

9. Old Business: West River Parking Lot

Two options for West River Parking Lot

1. RFP to redesign flow of parking lot moving handicap spots closer to building, redesign of staff ramp entrance way and moving drop boxes away from patron traffic flow.
2. Keep everything the same and just pave lot as is.

10. New Business:

Motion to approve revised Board of Trustees By-Laws

Resolution #25.23: On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong Jr., the Board unanimously approved, by roll call vote, the Revised Board of Trustees By-Laws.

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 approve the Homebound Services Procedure

Resolution #26.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the Board unanimously approved, by roll call vote, the Homebound Services Procedure.

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 approve Notary Policy and Procedure

Resolution #27.23: On the motion of Rhonda Smith, seconded by Dr. Chad Vickers, the Board unanimously approved, by roll call vote, the Notary Policy and Procedure.

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			

Discussion concerning Land Parcels surrounding South Branch

City of Elyria has asked the Library for consideration of lending property in partnership to build a pocket park on 15th Street, adjacent to our South Branch. Asking Board for any concerns or opinions. Project is in very early stages and Library staff is meeting with the City of Elyria and other partners at the end of the month to talk about details.

11. Adjournment

Resolution #28.23: On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board adjourned the meeting at 8:30pm.

Next Board of Trustees meeting is Monday, March 13th, 2023, at 6pm at the West River Branch Library.

President

Secretary