

**2023 EPLS Board of Trustee
Annual Meeting Minutes
Monday, January 9th, 2023, 6:00pm
Central Rotary Room**

Trustees Present: Debbie Kroupa; President, Rhonda Smith; Vice President; Dr. Chad Vickers; Secretary, Jessica Schneider, Dr. Patricia Schrull, Sam Battle

Trustees Absent: Ray Armstrong Jr.

Staff Present: Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Rondra Davis, Terri Miller

Visitor: None

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:01pm.

2. Annual meeting revision:

Motion to temporarily suspend the rule for annual meeting to be held “not earlier than the 10th of the month”. Reference Article IV Meetings – Section 2 and Article VII General – Section 3 in the Bylaws.

Resolution #1.23: On the motion of Debbie Kroupa, seconded by Dr. Patricia Schrull, the board unanimously, by roll call vote, approved the motion to temporarily suspend the rule for annual meeting to be held “not earlier than the 10th of the month”. Reference Article IV Meetings – Section 2 and Article VII General – Section 3 in the Bylaws.

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>			

3. **Election of Officers:**

A. **Motion:** to elect Debbie Kroupa as Board President for 2023

Resolution #2.23: On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed, by roll call vote, to re-elect Debbie Kroupa as Board President for 2023.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa			X	
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>			

B. Motion: to elect Rhonda Smith as Board Vice President for 2023

Resolution #3.23: On the motion of Dr. Patricia Schrull, seconded by Sam Battle, the board unanimously agreed, by roll call vote, to re-elect Rhonda Smith as Board Vice President for 2023.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	<u>X</u>			
Rhonda Smith			X	
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>			

C. Motion: to elect Dr. Chad Vickers as Board Secretary for 2023

Resolution #4.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously agreed, by roll call vote, to re-elect Dr. Chad Vickers as Board Secretary for 2023.

ROLL CALL VOTE	YES	NO	ABSTAIN	Absent
Debbie Kroupa	<u>X</u>			
Rhonda Smith	<u>X</u>			
Dr. Chad Vickers			X	
Sam Battle	<u>X</u>			
Ray Armstrong Jr.				<u>X</u>
Dr. Patricia Schrull	<u>X</u>			
Jessica Schneider	<u>X</u>			

4. Annual Business:

- A. Discuss & Consider: Motion to approve the Established Notice of Rules for Meetings

Resolution #5.23: On the motion of Rhonda Smith, seconded by Debbie Kroupa, the board unanimously agreed, by roll call vote, to approve the Established Notice of Rules for Meetings.

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>			

- B. Discuss & Consider: Motion to approve the 2023 Board Meeting Calendar/Location

Resolution #6.23: On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed, by roll call vote, to approve the 2023 Board meeting calendar/location.

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>			

- C. Discuss & Consider: Motions from Fiscal Officer

1. Motion: to appoint Robert Schirhart as the Fiscal Officer for the 2023 fiscal year. And acknowledging that the Fiscal Officer is in the first year of a three-year contract.

Resolution # 7.23: On the motion of Dr. Patricia Schrull, seconded by Jessica Schneider, the board unanimously agreed, roll call vote, to appoint Robert Schirhart as the Fiscal Officer for the 2023 fiscal year. And acknowledging that the Fiscal Officer is in the first year of a three-year contract.

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>			

2. Motion: to permit Robert Schirhart, Fiscal Officer, to invest Elyria Public Library System’s funds to achieve the maximum interest yield yet retain a positive cash flow for expenditures. Fiscal Officer will establish accounts as necessary (checking, money market, savings, etc.). Funds will be invested within the guidelines of the Ohio Revised Code. Funds may be transferred for maximum investment yield among banking institutions with which ELPS has current depository agreements. Funds may be transferred within the same banking institution to various investment accounts. All interest will be transferred into the respective fund that the investment was made from. Investments beyond the period of one year cannot be completed without Board approval

Resolution #8.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed, by roll call vote to permit Robert Schirhart, Fiscal Officer, to invest Elyria Public Library System’s funds to achieve the maximum interest yield yet retain a positive cash flow for expenditures. Fiscal Officer will establish accounts as necessary (checking, money market, savings, etc.). Funds will be invested within the guidelines of the Ohio Revised Code. Funds may be transferred for maximum investment yield among banking institutions with which ELPS has current depository agreements. Funds may be transferred within the same banking institution to various investment accounts. All interest will be transferred into the respective fund that the investment was made from. Investments beyond the period of one year cannot be completed without Board approval.

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>			

3. Motion: to acknowledge that the Fiscal Officer and Deputy Fiscal Officer are bonded. The Fiscal officer and Deputy Fiscal Officer each have a \$50,000.00 surety bond through the library’s insurance carrier.

Resolution #9.23: On the motion of Rhonda Smith, seconded by Debbie Kroupa, the board unanimously agreed, by roll call vote, to acknowledge that the Fiscal Officer and Deputy Fiscal Officer are bonded. The Fiscal officer and Deputy Fiscal Officer each have a \$50,000.00 surety bond through the library’s insurance carrier.

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>			

Informational: 2023 EPLS Holiday and Staff Day Closings

Holidays, 3 Staff days (2 – ½ days and 1 – full day), Library closing on Saturday, December 23rd, 2023, staffing solutions for week prior.

5. Adjournment

Resolution #10.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to adjourn the Annual Board Meeting at 6:19am.

Next Board Meeting will be February 13th, 2023, at 6pm in the Rotary Room.

President

Secretary