

**2023 EPLS Board of Trustee
Meeting Minutes
Monday, April 10th, 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., Sam Battle

Staff Present: Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:04pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Hearing of Public Visitors:** Ms. Kroupa
4. **Consent Agenda Items:**
 - a. Approval of March 13th, 2023, meeting minutes
 - b. Personnel Actions: Colton Cumpston, Terminated from Central Branch
 - c. Memorials/Donations:

Mr. & Mrs. Sandberg	\$30.00	in memory of Peggy Love
Ms. Zaleski-Weaver	\$25.00	in memory of Ashton Taylor

Resolution #37.23: On the motion of Dr. Patricia Schrull, seconded by Sam Battle, the Board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer's Report:** Mr. Schirhart
Interest for the month of March was \$33,026.87. The prior month was \$28,855.06.
The audit has been postponed for another month.
Fiscal Office is up and running on the new G/L software.

Resolution #38.23: On the motion of Sam Battle, seconded by Jessica Schneider, the board unanimously agreed to approve the Fiscal Officer's Report.

6. **Director's Report:** Ms. Starkey
Facilities updates:
 - Mural Project at South: theme is Positive Mental Health

- 5-year plan for maintenance

Strategic progress:

- Notary service is launching in all branches (appointments preferred). It will be announced in the next issue of The Next Chapter.
- Display furniture added at Central (from EPL Foundation grant) in front and in teens area

Partnerships:

- Ready Det Go: 1000 Books Before Kindergarten project with RSG re-energized and re-invigorated (article appeared in Morning Journal about it March 30th)
- Lorain County Community Action Agency:
 - new irrigation system being installed
 - new opportunities to partner as they build new facility near South branch

Operations updates:

- Statistics collection: To comply with new state reporting requirements, our program statistics are now broken into 5 age groups
- E-media circulation is now reported separately from print usage
- Door count and drive through counts are separated now

Upcoming Events:

- Staff development day (half-day) Friday April 21st 9-1 (all locations open 2-5)
 - Presenters joining us from MHARS to for “Mental Health and Well-being”
- National Library Week Celebration / Open house – Mon 4/24 4:30-6:30
- OLC Trustee Dinner set for May 4 in Independence OH, with Sen. Matt Dolan
- EPL is hosting the ClevNet Directors meeting at Central Apr 28 (first in-person meeting since covid)

Resolution #39.23: On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the Director’s Report.

7. **President’s Report:** Ms. Kroupa had no report for this meeting.

8. Committee Reports:

Friends of EPLS: Ms. Starkey spoke on behalf of the Friends group. Book sales will be at Taylor street to reduce overhead costs. The April book sale date has been cancelled due to not having enough time to get ready. Looking forward to October date (TDA).

Friends of EPLS Keystone: A lot of donations are coming in, thank you to Debby and her husband for pushing for donations. July 15th is donation drop off day. Both Friends groups are hosting Shred days at the Central branch and Keystone Branch this summer for our patrons. Both Friends groups will be at the Open-House Event.

Elyria Public Library Foundation: Ms. Smith spoke on behalf of the Foundation; Fundraiser at Top Golf will be next Spring.

Finance and Audit Committee: Mr. Battle spoke for the committee. The first meeting went well, learned a lot of Fiscal Office tasks.

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee:

Dr. Schrull spoke on behalf of the Board Recruitment and Orientation Planning Committee. Jessica will compile data from the existing members, so we can see what strengths the Board will be looking for in new recruits. Still need an Organizational Chart and Employee handbook, which are in the works.

Dr. Schrull will update and check the website yearly.

Resolution #40.23: On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board unanimously approved the Committee Reports.

9. Old Business:

Tabled discussion on South Pocket Park: After discussion, the board has agreed they do not want to partner with the City of Elyria on the South Pocket Park Project. We are willing to look at our space after the city has implemented their park to see if we would like to contribute to the design. The Library will need to stay working on our own Strategic Plan Implementation. At this point in time, this is not a right fit for the Library.

West River Parking Lot – Roger Riachi, RFC Contracting will make presentation
Mark Billinger spoke on behalf of Roger Riachi, he was ill. Mr. Riachi will come to the May meeting. There are many different aspects involved in redesigning parking spaces. Several different companies will be involved in redesigning and re-engineering the construction, electrical, codes, etc. Need to research the company that owns the access drive into the library between the bank and the Roadhouse restaurant. The Board will research

and be ready for Mr. Riachi in May to discuss what is the best way to proceed.

10. New Business:

Motion: Contract with Organizational Architecture for Manager Performance Development

Organizational Chart flows, interview with Managers to evaluate job descriptions, outside third party would help with an unbiased opinion, and to help us pinpoint where flags are and invest in the success of our management team. This will be a two-part process, with the total due to be \$11,500. The company will be able to start in May, kickoff with managers during management retreat in May. Usually takes three to four months for completion.

Resolution #41.23: On the motion of Sam Battle, seconded by Dr. Chad Vickers, the board unanimously agreed to approve the contract with Organizational Architecture for Manager Performance Development.

Motion: Approval of Access Agreement with City of Elyria (Pioneer Plaza Project) regarding adding pavers on Central’s property

Project will lower the grade of Pioneer Plaza to be same level as the sidewalk. Taking some soil out of the area. Looking towards a cleaner looking and more inviting Pioneer Plaza.

Resolution #42.23: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed to approve the Access Agreement with the City of Elyria (Pioneer Plaza Project) regarding adding pavers Central’s Property.

11. Adjournment

Resolution #43.23: On the motion of Ray Armstrong Jr., seconded by Sam Battle, the board unanimously agreed to adjourn the meeting at 7:37pm.

Next Board meeting will be held on Monday, May 8th, 2023, at the Central Branch.

President

Secretary

(RLD)