

2023 EPL Board of Trustees
Meeting Minutes
Monday, August 14th, 2023, 6:00pm
West River Miller Room

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

Staff Present: Jennifer Starkey; Director, Linda Jones; Interim Fiscal Officer, Rondra Davis, Kathy Runser, Ginette Laraway, Terri Miller, Matt Bahnsen

Visitors: Wendi Zwaduk

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:02pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Hearing of Public Visitors:** Ms. Kroupa
4. **Consent Agenda Items:**
 - a. Approval of July 10th, 2023, meeting minutes
 - b. Personnel Actions: Tabithia Montijo, Circulation West River
 - c. Memorials/Donations:

Rhonda Smith	\$25.00	in Memory of Alanna Schnell
Vandemark Jewelers	\$25.00	in Memory of John Aquilla
Vandemark Jewelers	\$25.00	in Memory of David Noren
Mr. & Ms. Goodwin	\$25.00	in Memory of Ruby Jean Jones
Ms. Leanne Glowaski	\$50.00	in Memory of Andrew Josefick

Resolution #76.23: On the motion of Dr. Patricia Schrull, seconded by Jessica Schneider, the board unanimously approved the Consent Agenda Items.

Ray Armstrong Jr., and Sam Battle, Trustees, arrived at 6:08pm.

5. **Fiscal Officer's Report:** Ms. Jones
The issue with the 2020-2021 Audit under review by the State Auditors has been cleared up.
Ms. Jones is working on getting the paper trail for June's Bond Transfer.

Resolution #77.23: On the motion of Rhonda Smith, seconded by Dr. Chad Vickers, the board unanimously approved the Fiscal Officer's Report.

6. Director's Report: Ms. Starkey

Thank you to Terri Miller for an exceptional forty years of service to the Elyria Public Library. Your dedication and years of service are appreciated.

Facilities updates

- Pedestrian area outside of Central – need for increased pedestrian safety
- Request for pre-qualification is posted publicly, we have received intentions to respond in the near future
- Microsoft data migration coming up
- minimal disruption to patrons, there are a small number of web forms that will need to be rebuilt minimal disruption to staff, and ClevNet technicians will be on site with us on the day the work is completed
- New leak at Central in the Rotary Room. West Roofing has been contacted and will be out Tuesday, August 15, 2023, to evaluate the situation.

Strategic Plan progress

- 2.1.1 large community-wide events: Wizard Wonder Day Sept 9th, 2023
- 2.2.3 Adaptive story time: testing in the Fall at Central
- 2.3.1 Digital initiatives in programming:
 - South: music production recording and editing
 - South: Computer basics course 5-week course
 - Central: Microsoft Word for beginners
 - Central: Email for beginners
 - Central: Recognizing scams online

Operations updates

- Staffing levels and vacancies
- Manager development project update
- Mango languages: new database coming soon
- Review of key statistical metrics

Spotlight on library initiatives

- Speaker: Matt Bahnsen, Manager of South Branch and EWOC
- Elyria Work & Outreach Center EWOC
- South Branch updates and successes

Presenter: Matt Bahnsen, South/EWOC Manager

- Making partnerships with agencies for the Library and EWOC

- Learning how to do the EWOC, it's the first in the state
- EWOC offers opportunities for patrons to have individualization
- Fall will be start of set schedule for EWOC
- South Branch is working on new culture for staff and patrons
- Freedge is experiencing a lot of success. This year 1650 people have been helped so far. Word is spreading and getting new donors and users.
- South is Proud of new Mural. Leaders of Today, the Mural Company, staff and community members all helped to paint.
- The South branch has three new people to do programming this Fall. Looking forward to seeing what works and reaching new patrons to visit.

Resolution #78.23: On the motion of Jessica Schneider, seconded by Rhonda Smith, the board unanimously approved the Director's Report.

7. President's Report: Ms. Kroupa

- Organizational Architecture has launched the Open Fiscal Officer position.
- As of Aug. 4th, 2023, they are looking at ten applicants and have 26 other prospects.
- Working on phone screenings and will be conducting Zoom interviews in preparation for the AD HOC Fiscal Officer Search Committee to look over.

Resolution #79.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board has unanimously approved the President's Report.

8. Committee Reports:

Friends of EPL: Ms. Starkey spoke on behalf of the Friends of EPL. Working on getting organized and ready for the Oct. Book Sale.

Friends of EPL Keystone: Ms. Zwaduk spoke on behalf of the Keystone Friends. They had ninety-one entries for the School Backpack Giveaway. They gave away four backpacks, two boys and two girls. Friends helped with Keystone Shredd Day and had their book donation day. No meeting in August.

Elyria Public Library Foundation: Next Foundation meeting is Oct. 4th, 2023.

Finance and Audit Committee: No report

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee: System and procedure is in place. Looking for more ways to market and recruit more members.

Fiscal Officer Search Committee: No prospective applicants yet.

Resolution #80.23: On the motion of Dr. Patrica Schrull, seconded by Rhonda Smith, the board unanimously approved the Committee Reports.

9. Old Business: None

10. New Business:

Motion to approve New Vehicle and Driver Safety Policy

Resolution #81.23: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously approved, by roll call vote, the New Vehicle and Driver Safety 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>			

11. Adjournment

Resolution #82.23: On the motion of Ray Armstrong Jr., Seconded by Jessica Schneider, the board unanimously agreed to adorn the meeting at 7:00pm.

Next Board Meeting will be held on September 11th, 2023, at 6pm in the Central Rotary Room.

President

Secretary

(RLD)