

**2023 EPLS Board of Trustee
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 6:19pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Hearing of Public Visitors:** Ms. Kroupa
4. **Consent Agenda Items:**
 - a. Approval of December 12th, 2022, Meeting minutes
 - b. Personnel Actions: Natalie Henderson, PT Circulation, West River
 - c. Memorials/Donations:

Mr. & Mrs. Yost	\$250.00	In Memory of Mary Lou Yost
Mr. Dale Yost	\$10,000.00	General Fund
Ms. Megan Doan	\$100.00	In Celebration of Ellen Weiss
“95 Book Club”	\$300.00	General Fund
Mr. & Mrs. Guerini	\$250.00	General Fund
Mr. & Mrs. Love	\$50.00	Outreach Department
Sprague Donation	\$10,638.06	

Resolution #11.23: On the motion of Jessica Schneider, seconded by Sam Battle, the board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer’s Report:** Mr. Schirhart
 - a. Investment yield: StarOhio month average: 4.19%, as of 1/6/22 the rate is 4.59%
 - b. Interest for the month was \$29,249.32 Prior Month: \$26,528.95Other Items
 - a. December and FY2022 have been closed
 - b. The audit has been postponed for another month

- c. Discuss the 5-Year Forecast
- d. Create a new "Finance & Audit Committee"- under committee section

Resolution #12.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the Fiscal Officer’s Report.

6. Director’s Report: Ms. Starkey

Operations

Taylor St. facility furniture pieces delivered late December

Strategic Plan Presentation

Process

April-May 2022	Planning meetings with State Library of Ohio Consultant
June-July	Community Survey
August	Community Focus Group survey
	Staff Focus Group – Appreciative Inquiry
	Board of Trustees Focus Group – Appreciative Inquiry
October	Final Consulting Report Received
November	Strategic Planning Committee begins work
Nov-Dec	Early draft shared and workshopped in small-group with Staff
Early Dec	Revised draft reviewed and polished
Late Dec	Final draft shared with Committee, all staff and Board

Implementation

A mechanism to track and assess progress is being developed

Public announcement

Will be widely shared soon

Open House – save the date April 24 4:30-6:30pm Central

Resolution #13.23: On the motion of Jessica Schneider, seconded by Dr. Chad Vickers, the board unanimously agreed to approve the Director’s Report.

7. President’s Report: Ms. Kroupa

- Ms. Kroupa let the Board know she is working on a Board Record of Trustees database.
- She asked for 2 Trustees to review and revise the By-Laws for next meeting. Dr. Chad Vickers and Debbie Kroupa will make up the committee. They will have their revisions to EPLS by January 20th, 2023, for the February Board meeting agenda.

Resolution #14.23: On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board unanimously approved the President’s Report.

8. Committee Reports:

Friends of EPLS – Ms. Starkey spoke on behalf of the EPLS Friends group. The group is currently in the process of planning their budget and possible changes to how and where they do the book sale.

Friends of EPLS Keystone – Ms. Starkey spoke on behalf of Friends of EPLS Keystone. They had a successful holiday/end of year breakfast in December. They are looking forward in January to electing a new treasurer and are happy to announce their secretary is continuing a new term. Gearing up to send out membership letters for the membership drive.

Elyria Public Library Foundation – Rhonda Smith spoke on behalf of the Foundation. Next meeting, they plan on having a zoom meeting Top Gulf organization for a fundraiser in the future.

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee – Ms. Schneider spoke on behalf of the committee. Application is all digital now, will bring to next meeting. Looking for catchy phrase or new creative ways to bring in new members. Although, most of the information will be digital, working on a packet of hard copies for orientation of new members.

Finance and Audit Committee (New) – Ms. Kroupa asked for volunteers for the development of standing committee, possible 3 to 4 times a year to meet with EPLS Fiscal Officer, for a deeper understanding of the budget.

Appointed committee members: Ray Armstrong Jr. and Sam Battle

Resolution #15.23: On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board unanimously approved the Committee Reports.

9. Old Business: None

10. New Business:

Discuss & Consider: Motion to approve 2023 - 2026 EPLS Strategic Plan

Resolution #16.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously, by roll call vote, approved the 2023-2026 EPLS Strategic Plan.

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. Executive Session:

Discuss & Consider: Motion to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Resolution #17.23: On the motion of Sam Battle, seconded by Rhonda Smith, the board, unanimously, by roll call vote, approved to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official at 7:01pm.

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 #18.23: On the motion of Jessica Schneider, seconded by Rhonda Smith, the board, unanimously, by roll call vote, approved to reconvene from Executive Session at 7:16pm.

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>			

Motion to amend the Director’s contract as discussed in Executive Session.

Resolution #19.23: On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schrull, the board unanimously, by roll call vote agreed to amend the Director’s contract as discussed in Executive Session.

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>			

12. Adjournment

Resolution #20.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to adjourn the meeting at 7:20pm.

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

President

Secretary

(RLD)