

2023 EPL Board of Trustees
Meeting Minutes
Monday, July 10th, 2023, 6:00pm
Central Rotary Meeting Room

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

Trustees Absent: Dr. Patricia Schrull, Sam Battle

Staff Present: Jennifer Starkey; Director, Linda Jones; Interim Fiscal Officer, Rondra Davis, Frank Szuch, Kathy Runser, Jason Weimer, Ginette Laraway, Terri Miller

Visitors: Wendi Zwaduk, a Gentleman

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:00pm.
2. **Welcome of Attendees:** Ms. Kroupa
3. **Hearing of Public Visitors:** Ms. Kroupa
4. **Consent Agenda Items:**
 - a. Approval of June 12th, 2023, meeting minutes and July 5th, 2023, Special meeting minutes
 - b. Personnel Actions: New Hire, Sidney Coleman, PR Specialist, Full-time
New Hire, Bethany Briggs, Youth Services, West River
Memorials/Donations:

Vandemark Jewelers	\$25.00	in Memory of Jeannine Wirscham
The Secret Society	\$225.00	In Memory of Ken Schaefer

Resolution #68.23: On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer's Report:** Ms. Jones
2024 Tax Budget: This filing represents the library's 2024 review of estimated revenue and expense budgets.

Resolution #69.23: On the motion of Jessica Schneider, seconded by Ray Armstrong Jr., the board unanimously approved the 2024 Annual Tax Budget of Estimated Revenues and Expenditures.

- The 2020/2021 audit is almost complete

Resolution #70.23: On the motion of Rhonda Smith, seconded by Dr. Chad Vickers, the board unanimously approved the Fiscal Officers' Report.

6. Director's Report: Ms. Starkey

Facilities updates

Roof leak at WR

- West Roofing replaced the affected section of the roof and created a slope for better drainage.
- They also sealed around the mechanical areas.
- Recent rains caused no further leak issues.

Strategic Plan progress

- Work completed on new patron onboarding, introduction to services.
 - Welcome brochure (enclosed)
 - Digital media brochure (enclosed)

Operations updates

New Customer Service Standards

- Implemented June 2023

EV Charging station project

- NOACA is completing contraction and pre-construction phase of the project
- Installations of 40 stations to begin Fall 2023 and will be completed in approx. 1 year. We do not have a date for the WR installation.

LaGrange community park story walk

- Key Collaborative approved funding an upgrade to the story walk units at the park and adding 2 more at the end of the walk.
- The current units are old and are rusting out and water is getting into the panels. They are also easy to remove from the ground. New units are heavier and will be cemented.
- Lagrange Parks Board approved the project and will report any damage/maintenance concerns.
 - a. Parks board was grateful for the project and confirmed that many families appreciate the trail and a new story each month
 - b. Parks board will mow and trim the areas around the units.

Mural and bench projects are complete

- Local media coverage was excellent

- Event at South had about 60-80 attendees on June 24
- Much excitement and delight observed on social media sites, the community and neighborhood have embraced the artwork

Women’s Fund at the Lorain County Community Foundation

- Approved providing Aunt Flow dispensers and products at WR and Keystone branches (currently already at Central and South)

Freedge at South – Southside Pride Collaborative

- Several new food donation sources
 - Save-a-lot in Lorain
 - Fifth Acre Farms
 - Our Family
 - GetGo gas in Avon
- Data being collected to assess Freedge usage
 - June 273 visits
 - 40 donations

Legislative update

- Gov. DeWine signed the state budget into law on July 3. Final bill reconciles House and Senate versions, and 44-line-item vetoes.
- OLC is going through the bill to assess the implications for libraries.
- The key goal of signing into law the PLF funding at 1.70% was preserved, a great outcome for libraries.

Resolution #71.23: On the motion of Dr. Chad Vickers, seconded by Rhonda Smith, the board unanimously approved the Director’s Report.

7. President’s Report: Ms. Kroupa

- Rob Schirhart has officially resigned as of July 6th, 2023. Certification of Transition and Removal of all access is complete.
- Linda Jones will be acting as Interim Fiscal Officer until a new FO can be hired.
- At the July 5th, 2023, Special Board meeting, Organizational Architecture, contracted as Search Firm, talked with the board about what qualifications they are looking for in a Fiscal Officer.
- OA will give by weekly updates and propose a pool of best candidates.
- Search Committee consisting of Debbie Kroupa, President, Dr. Chad Vickers, Secretary, and Dr. Patricia Schrull was formed. They will assess qualified candidates to bring to the rest of the board.

Resolution #72.23: On the motion of Jessica Schneider, seconded by Ray Armstrong Jr., the board unanimously approved the President’s Report.

8. Committee Reports:

Friends of EPL: nothing to report

Friends of EPL Keystone: Ms. Zwaduk spoke for the Friends. August 1st, 2023, they will giveaway four Backpacks full of school supplies. Saturday, July 15th, 2023, will be the book donation drop off at the village from 9am-12pm. August 2nd, 2023, will be the 2nd book donation and Shredd Day at the Keystone branch.

Elyria Public Library Foundation: Summer Break, working on envelopes for Retirement Homes.

Finance and Audit Committee: Nothing to report.

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee:
Marketing team is working on project going live soon.

Resolution #73.23: On the motion of Dr. Chad Vickers, seconded by Ray Armstrong Jr., the board unanimously approved the Committee Reports.

9. Old Business: None

10. New Business

Updated Bulletin Board & Literature Rack Policy / Library Ballot Issue
Literature Policy

Resolution #74.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously, by roll call vote approved the Updated Bulletin Board & Literature Rack Policy / Library Ballot Issue Literature Policy.

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			

11. Adjournment

Resolution #75.23: On the motion of Ray Armstrong Jr., seconded by Rhonda Smith, the board unanimously agreed to adjourn the meeting at 6:31pm.

The next meeting will be August 14th, 2023, at 6pm in the Miller Room at the West River Branch.

President

Secretary

(RLD)