

**2023 EPLS Board of Trustee  
Meeting Minutes  
Monday, June 12<sup>th</sup>, 2023, 6:00pm  
Keystone Meeting Room**

**Trustees Present:** Debbie Kroupa; President, Rhonda Smith; Vice President; Dr. Chad Vickers; Secretary, Jessica Schneider (6:10pm), Dr. Patricia Schrull, Sam Battle

**Trustees Absent:** Ray Armstrong Jr.

**Staff Present:** Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Rondra Davis, Frank Szuch, Tammy Collins

**Visitors:** Wendi Zwaduk

1. **Call for 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 April 10<sup>th</sup>, 2023, amended meeting minutes and May 8<sup>th</sup>, 2023, meeting minutes
  - b. Personnel Actions:  
Jennifer Sallay promoted to Youth Services Manager at Central  
Rob Schirhart, effective July 6, 2023, resignation from Fiscal Officer Position
  - c. Memorials/Donations:

Ann Temple	\$25.00	in Celebration of Lou Amos
Cheryl Greenly	\$50.00	in Memory of William Wiehe
Yost Family Foundation	\$8000.00	Donation
Vandemark Jewelers	\$25.00	in Memory of Kenneth Schaefer

**Resoultion #52.23:** On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board unanimously approved the Consent Agenda Items.

Board Trustee, Jessica Schneider arrived at 6:10pm.

5. **Fiscal Officer's Report:** Mr. Schirhart  
**Motion:** To close the Enterprise Fund and move the funds to the General Fund.  
The Enterprise Fund has not been used for years and will not serve any purpose

in the future. The current balance in the fund is \$1,000.02. Per Dan Petticord (County Prosecutor Office) this is allowable with the Board's approval.

**Resolution #53.23:** On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously approved closing the Enterprise Fund and move the funds to the General Fund.

The 2020-2021 audit has commenced.

**Resolution #54.23:** On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board unanimously agreed to approve the Fiscal Officers Report.

## **6. Director's Report: Ms. Starkey**

### **Facilities updates**

- The Mural Project at South – Planning Commission approved the project and work is underway. The mural and bench will be publicly revealed with a celebration on June 24<sup>th</sup> at 11am.
- Roof leak at WR -- West Roofing completed the inspection. They will replace the affected section of the roof and will add a slight slope to assure that water runs off. They will also recoat and seal the AC/Mechanical areas where leaks have occurred; work is not yet scheduled. The roof is under warranty.

### **Strategic Plan progress**

May 18 Managers retreat; strategic plan implementation is underway with management time responsibility for action items. Managers will submit quarterly progress reports, which we are tracking centrally.

### **Operations updates**

- Bookmobile is getting re-wrapped with a fresh design in a similar style to the EWOC. The current wrap is worn and has a previous marketing tagline, it is 8 years old.
- Manager development project with OA has begun. Next step are small group discussions with managers, and one-on-one meetings.
- Eclipse – April 8. Elyria is in the path of totality at 3:13pm. The Lorain County Emergency Management Authority expects 600,000 visitors to come into the county. They are preparing for possible traffic jams, cell phone tower outages. EMA has advised all schools to close for the day, due to safety concerns with transportation around the time of the Eclipse. April 8 is a board meeting night. The Library Directors are in

discussions about how we are planning to approach services. It's an opportunity for programming but may pose transportation issues for staff. We will wait for further guidance from the EMA to determine our approach.

- Taylor cleans up. Thanks Frank, Ben, Terri, Jon, Jen, Rondra, and all others who assisted with the organization and clean-up of the garage at Taylor!
- New e-cards system implemented. Our form is online, and people get instantaneous e-resource access, it checks their address against our service district, and check user database if they have a card already in the system. No need to wait for staff intervention

### **Legislative update**

The Ohio House passed the state budget legislation. The Senate version has been released; has further reduction to the Income Tax rate that could affect PLF. It has yet to be voted on by the Senate.

**Resolution #55.23:** On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schrull, the board unanimously approved the Director's Report.

### **7. President's Report: Ms. Kroupa**

- Ms. Kroupa announced Rob Schirhart, Fiscal Officer has submitted his resignation as of July 6<sup>th</sup>, 2023. The Board Thanked Mr. Schirhart for his years of service and dedication to the EPLS Library System and wished him well in his future endeavors.
- Mr. Schirhart has submitted his Certificate of Transition and will be working with the Director, Jennifer Starkey, to provide an overview of the Fiscal Office Business.

**Resolution #56.23:** On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the President's Report.

### **8. Committee Reports:**

**Friends of EPLS:** Ms. Starkey spoke on behalf of the EPLS Friends. The Fall Book Sale is the weekend of October 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>, 2023 at the EPLS Taylor Street building. Time will be announced.

**Friends of EPLS Keystone:** Ms. Zwaduk spoke on behalf of the Keystone Friends. They have placed some of their budget into a CD for accruing. Book donation day will be in July at the Village. Friends will be participating in Shredd Day at

Keystone in late July. They are currently working on the backpacks, taking donations of school supplies. Hope to have at least 3 backpacks to give away on August 1<sup>st</sup>, 2023.

Elyria Public Library Foundation: Ms. Smith spoke on behalf of the Foundation. Participating in committee meetings, working on flyers for donations for the local Funeral Homes. Mr. Schirhart will continue to be on the Foundation Board. Finance and Audit Committee

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee: Dr. Schrull spoke on behalf of the of the committee. She handed out the color flyer for recruitment and it was discussed. A few alterations were made and after edits will be distributed. The committee will stay in place for another six months to work out a structured timeline for on-boarding of new Board members.

**Resolution #57.23:** On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously agreed to approve the Committee Reports.

**9. Old Business:**

- West River Parking Lot conversation, tabled from May 8<sup>th</sup>, 2023, meeting

**Resolution 58.23:** On the motion of Dr. Patricia Schrull, seconded by Jessica Schneider, the board unanimously agreed to approve the motion to move ahead with pre-qualifying Design Firms and Owners Reps for the West River Parking Lot Project.

- South Branch and LCCAA conversation, tabled from May 8<sup>th</sup>, 2023, meeting  
After discussion with Legal counsel, the Library will decline the easement proposal for the South Branch and LCCAA.

**10. New Business:**

Motion for deaccession of outdated IT equipment

**Resolution #59.23:** On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously agreed to approve the motion for deaccession of outdated IT Equipment.

**11. Executive Session:**

To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official

Ms. Kroupa dismissed the public, Rob Schirhart, Fiscal Officer, and Rondra Davis, Executive Administrative Assistant, to go into Executive Session due to no actions afterwards.

**Resolution #60.23:** On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the Board unanimously agreed, by roll call vote, to go into 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>			

**Resolution #61.23:** On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the Board unanimously agreed, by roll call vote, to come out of Executive Session at 8:09pm.

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 #62.23:** On the motion of Dr. Patricia Schrull, seconded by Sam Battle, the Board unanimously agreed to establish an Interim Fiscal Officer position with a start date as soon as possible.

**Resolution #63.23:** On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously agreed to authorize the President of the Board, Debbie Kroupa, to research search firms to begin the search process to fill the Fiscal Officer Position at EPL.

**Resolution #64.23:** On the motion to Sam Battle, seconded by Jessica Schneider, the Board unanimously agreed to approve the motion to authorize Board President, Debbie Kroupa, to enter into a contract with a search firm.

**12. Adjournment**

**Resolution #65.23:** On the motion of Jessica schneider, seconded by Debbie Kroupa, the board unanimously agreed to adjourn the meeting at 8:16pm.

The next Board meeting will be July 10<sup>th</sup>, 2023, at 6pm in the Rotary Room at the Central Library.

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President

\_\_\_\_\_  
Secretary

(RLD)