

**2023 EPLS Board of Trustee  
Meeting Agenda  
Monday, March 13<sup>th</sup>, 2023, 6:00pm  
West River Miller Room**

**Trustees Present:** Debbie Kroupa; President, Dr. Chad Vickers; Secretary, Dr. Patricia Schrull, Ray Armstrong Jr., Sam Battle

**Trustees Absent:** Rhonda Smith, Jessica Schneider

**Staff Present:** Jennifer Starkey; Director, Rob Schirhart; Fiscal Officer, Rondra Davis, Frank Szuch, Terri Miller, Heather Gohring

**Visitor:** Wendi Zwaduk, Kathy Smith, Jim Vandemark, Janet Stoffer, Mayor Whitfield

1. Call to Order: Ms. Kroupa called the meeting to order at 6:01pm.
2. Welcome of Attendees: Ms. Kroupa
3. Hearing of Public Visitors: Ms. Kroupa
4. Consent Agenda Items:
  - a. Approval of February 13<sup>th</sup>, 2023, meeting minutes
  - b. Personnel Actions:
  - c. Memorials/Donations:

Ladies of Leisure	\$25.00	in memory of John Williams
Sam Ristas	\$100.00	general donation
John Noel	\$100.00	in memory of Peggy Love
Martha Love	\$100.00	in memory of Peggy Love
Terry Howell		book donation

*A Biography on Earl Hamner, By James E Person Jr.*

**Resolution #29.23:** On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong Jr., the board approved the Consent Agenda Items.

5. Fiscal Officer's Report: Mr. Schirhart  
Motion to adopt the Fiscal Year 2023 Permanent Appropriations (Exhibit 1) in the amount of \$10,357,812.27.

**Resolution #30.23:** On the motion of Sam Battle, seconded by Ray Armstrong Jr., the board approved adopting the Fiscal Year 2023 Permanent Appropriations (Exhibit 1) in the amount of \$10,357,812.27.

- New Fiscal software is up and running.
- The Audit has been postponed for another month.

**Resolution #31.23:** On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schroll, the board approved the Fiscal Officer's report.

6. Director's Report: Ms. Starkey

**Facilities updates**

Repairs

- Taylor Street garage: An arm on the garage door broke on Monday 3/6 taking the garage out of service Homenik Garage Door repaired it in 2 days, very fast
- South window leak discovered during heavy rains; the seams have been re-sealed
- Central parking lot pillar knocked down and will be reinstalled

Bench Project at South

- Book bench has been received. The project is funded for by an anonymous donor connected with the Friends of the Library



- Leaders of Today organization has a small project team of 3-4 students with mentoring from Elyria Arts Council developing the design. A representative of the Friends of EPL and Jen S. will speak with students on Sat 3/18 about thematic guidelines

**Operations update**

- Cleaning contract at Central has been ended; we have reliable full staffing for maintenance positions and no longer need cleaners. Our maintenance team is doing excellent work, they do a great job caring for library facilities

- EPL Foundation has funded the purchase of 2 new mobility carts to replace the 18-year-old equipment, one for Central and one for West River

Exploring new partnerships:

- Domestic Relations Court is opening new Help Center and would like to partner with Library for meeting space and forms.
- Leaders of Today would like a muralist to paint on the outside wall of South Branch. Early talking stages.

### **Spotlight on a library initiative**

Speaker: Heather Gohring Teen Librarian, Central Library

Teen Services update: many teens are frequenting the library after school, throughout the evening. They are coming to programs and engaging with each other through video games and clubs. The library is very excited to have so many teens coming in.

Teens wanted to be involved in the library, Heather created a Teen Advisory Board so they would be heard on what they would like to see happening in the library for them. This summer's programs have been tailored around the teens, what they are interested in and what is trending.

**Resolution #32.23:** On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong Jr., the board approved the Director's report.

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

Ms. Kroupa urges all board members to take a look at the House Bill 1 and how it will impact the library, schools and the parks, including the PLF. Reach out to your State Representative with your concerns.

**Resolution #33.23:** On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board approved the President's report.

#### 8. Committee Reports:

Friends of EPLS – Ms. Starkey spoke on behalf of the EPLS Friends group. Thanks to the Friends group for purchasing the bench for the South branch. Friends will have two smaller book sales at Taylor Street this year. One in spring and one in fall.

Friends of EPLS Keystone - Ms. Zwaduk spoke on behalf of the Friends of EPLS Keystone. The Friends are excited to be invited to the EPLS Open House in April. November 16<sup>th</sup> through November 19<sup>th</sup> will be the book sale in Lagrange. Ken Soy will talk at the next meeting about the Legacy of the library in Lagrange.

Elyria Public Library Foundation: Mr. Vandemark spoke on behalf of the Foundation. The Foundation is re-organizing and feeling good about their needs and causes that they will be able to get behind. Foundation currently has 8-9 members and is looking for younger members to join. They are working on their strategic plan and gathering more endowment funds to be able to support the Library's needs.

Finance and Audit Committee - Committee will meet later this week.

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee – Dr. Patricia Schrull spoke on behalf of the Committee. A draft for a flyer has been made and discussed. Board will review and email with corrections. New flyer will be brought to April meeting. Ms. Schneider created an online, interactive questionnaire. All board members are urged to complete the questionnaire as if for the first time and report back any issues.

**Resolution #34.23:** On the motion of Dr. Chad Vickers, seconded by Sam Battle, the board approved the Committee Reports.

9. Old Business:

South Pocket Park- Mayor Frank Whitfield / Discussion

Mayor Whitfield spoke about his vision for the South Pocket Park. He would like to donate the property parcel to the library and let the library take over and build a park on the city's parcel combined with the libraries land. The library would be responsible for all maintenance and up keep in the future years.

Discussion was tabled until April to collect data for decision making.

RFP approval for West River Parking Lot – RFP will go out for redesign of the parking lot. Bidding will follow.

10. New Business:

MOU with Lorain County Racial Equity Center

**Resolution #35.23:** On the motion of Dr. Patricia Schrull, seconded by Dr. Chad Vickers, the board approved the MOU with Lorain County Racial Equity Center.

11. Adjournment

**Resolution #36.23:** On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the board approved to adjourn the meeting at 8:24pm.

Next meeting will be April 10<sup>th</sup>, 2023, at 6pm at the Central branch.

---

President

---

Secretary

(RLD)