

2023 EPL Board of Trustees
Meeting Minutes
Monday, November 13th, 2023
Keystone Branch, 6:00pm

Trustees Present: Debbie Kroupa; President, Rhonda Smith; Vice President, Sam Battle, Jessica Schneider

Trustees Absent: Ray Armstrong Jr., Dr. Chad Vickers, Dr. Patricia Schrull

Staff Present: Jennifer Starkey; Director, Debby Perkins; Fiscal Officer, Rondra Davis, Kathy Runser, Frank Szuch, Linda Jones

Visitors: Wendi Zwaduk, Kathy Smith, Janet Stoffer, Mary Gress, Koneake Lawrence

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 October 9th, 2023, and October 26th, 2023, meeting minutes
 - b. **Personnel Actions:** New Hire: Debbie Perkins, Chief Fiscal Officer
Matt Doyle, PT Maintenance
 - c. **Memorials/Donations:**

Mr. & Mrs. Larrick	\$50.00	in memory of JoAnne Pollock
Mr. Jim Bennett	\$50.00	in memory of JoAnne Pollock
Ms. LaVerne Viglas	\$10.00	Elizabeth Taylor Memorial Fund
Vandemark Jewelers	\$25.00	in memory of Vera Demby
Ms. Carol Bates	\$100.00	in memory of JoAnne Pollock
Ms. Linda MannaSmith	\$200.00	in memory of JoAnne Pollock
Mr. & Mrs. Simmons	\$50.00	in memory of JoAnne Pollock
Mr. Matt Pollock	\$240.00	in memory of JoAnne Pollock
R. L. Bates	\$50.00	in memory of JoAnne Pollock
Ms. Tierney	\$20.00	in memory of Mary Hengartner
G. Chris Stotler & Marsha Bates	\$35.00	in memory of JoAnne Pollock

Resolution #121.23: On the motion of Jessica Schneider, seconded by Rhonda Smith, the board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer's Report:** Ms. Perkins

Financial:

- Fiscal Officer provided an update on the current 2023 financial projections.

Other Items:

- Received Draft statements for the 2020/2021 Audit. Follow -up documentation requests were forwarded to Canter & Associates. There were two noncompliance findings mentioned in the Management Letter. (see attached).
- The new payroll system will Go Live November 24th payroll.
- All information needed for the 2022 990s was submitted to Billings & Company for the Elyria Public Library. The tax returned will be filed before the November 15th deadline.

Resolution 122.23: On the motion of Sam Battle, seconded by Jessica Schneider, the board unanimously approved the Fiscal Officer's Report.

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

Facilities updates

- NOACA – Electric Vehicle charging station grant. The site visit occurred on 10/31. Estimated installation in mid or late summer. One-unit, fast charge only; typically takes about 30 minutes to get a full charge. Will be a “standard” connection, that works for nearly all America electric cars EXCEPT Tesla's and Tesla drivers can get adapters. Contractors indicated that they would work around our parking lot construction schedule

Operations updates

- Library of Things (previously “Special Collections”) is now specially cataloged online: <https://elyrialibrary.org/libraryofthings>. Tammy in Technical Services worked with Mike in PR to photograph and describe all the items, making it so much easier for people to find!
- Staff changes: experiencing a wave of internal staff movement, interviewing, onboarding, and training
- Chess Club – South branch is working with South Baseball Club to host chess club to instruct and coach kids in the game of chess. So far 20+ youth attending
- Staff thanksgiving luncheon Nov 13 presented by admin team

Events

- Staff day Dec 8th half day – presenting Year 1 strategic plan accomplishments

Resolution 123.23: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously approved the Director's Report.

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

- Onboarding of new Chief Fiscal Officer.
- Director's appraisal.
- Working on new Board member applicants.

Resolution 124.23: On the motion of Jessica Schneider, seconded by Sam Battle, the board unanimously approved the President's Report.

8. **Committee Reports:**

Friends of EPL: None

Friends of EPL Keystone: Ms. Zwaduk spoke on behalf of the Keystone Friends. The book sale is November 17th through November 19th, 2023. The Annual Tree Lighting at Keystone will be November 30th, 2023. December 3rd, 2023, the Friends will be attending Christmas in the Village and will be handing out Candy Canes and Children's Books. The Mural painting in the Village room has been completed.

Elyria Public Library Foundation: Ms. Smith spoke on behalf of the Foundation. She gave a summary of the new strategic plan. They have been working on updating the mailing lists for the Annual Appeal for 2023. Donation and Funeral envelopes for memorials are completed. They have updated the internal documents for 2024 and updated the By-Laws. Two new members have been added to the Board. They have a new Facebook page, new website with donations available through Paypal. They were excited to attend the Library's Open House to reach out to members of the community. Looking forward to April 2024 for the Library Giving Day. They have a new brochure for the Foundation.

Finance and Audit Committee: No report currently.

AD HOC Committee:

2024 Board Officer Nomination Committee: The committee will be ready at the December meeting to give the nomination names and positions.

Resolution #125.23: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously approved the Committee Reports.

9. Old Business:

Motion to approve the revised Meeting Room Policy, tabled from October 9th, 2023, meeting

Resolution #126.23: On the motion of Sam Battle, seconded by Jessica Schneider, the board unanimously approves, by roll call vote, to remove the tabling of the Revised Meeting Room Policy for review at this meeting.

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			

Resolution #127.23: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously approves, by roll call vote, the revised Meeting Room 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			

10. New Business:

Motin to appoint Scott Serazin as a member of the Elyria Public Library Board of Trustees, effective December 11th, 2023.

Resolution #128.23: On the motion of Debbie Kroupa, seconded by Rhonda Smith, the board unanimously agreed, by roll call vote, to appoint Scott Serazin as a member of the Elyria Public Library Board of Trustees, effective December 11th, 2023.

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			

Motion to appoint Koneake Lawrence as a member of the Elyria Public Library Board of Trustees, effective December 11th, 2023.

Resolution #129.23: On the motion of Debbie Kroupa, seconded by Jessica Schneider, the board unanimously agreed, by roll call vote, to appoint Koneake Lawrence as a member of the Elyria Public Library Board of Trustees, effective December 11th, 2023.

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			

Motion to appoint Margaret Leglise as a member of the Elyria Public Library Board of Trustees, effective December 11th, 2023.

Resolution #130.23: On the motion of Debbie Kroupa, seconded by Sam Battle, the board unanimously agreed, by roll call vote, to appoint Margaret Leglise as a member of the Elyria Public Library Board of Trustees, effective December 11th, 2023.

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

Resolution #131.23: On the motion of Sam Battle, seconded by Rhonda Smith, the board unanimously agreed, by roll call vote, to enter Executive Session at 6:44pm.

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			

Resolution #132.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously agreed, by roll call vote, to reconvene from Executive Session at 7:18pm.

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			

Resolution #133.23: On the motion of Jessica Schneider, seconded by Rhonda Smith, the Board unanimously approved, by roll call vote, the performance evaluation for Jennifer Starkey, the Director of Elyria Public Library, as discussed in Executive Session.

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			

12. Adjournment

Resolution #134.23: On the motion of Jessica Schneider, seconded by Sam Battle, the board unanimously agreed to adjourn the meeting at 7:23pm.

The next Board Meeting will be December 11th, 2023, in the Elyria Public Library’s Central Rotary Room, at 6pm.

President

Secretary

(RLD)