

2023 EPL Board of Trustees
Meeting Minutes
Monday, October 9th, 2023
6:00pm
Central Rotary Room

Trustees Present: Debbie Kroupa; President, Rhonda Smith; Vice President; Dr. Chad Vickers; Secretary, Dr. Patricia Schrull, Sam Battle

Trustees Absent: Jessica Schneider, Ray Armstrong Jr.

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

Visitors: Wendi Zwaduk, Debbie Perkins

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 September 11th, 2023, meeting minutes
 - b. Personnel Actions: Michael McConnell, Librarian, resigned
 - c. Memorials/Donations:

Ms. Barbara Felt	\$25.00	in memory of Matilda Bolash
Midview High School	\$20.00	in memory of Matilda Bolash
Ms. Deborah Connor	\$25.00	in memory of Matilda Bolash
Mr. & Mrs. Dennis Baluh	\$50.00	in memory of Matilda Bolash
- Resolution #104.23:** On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously approved the Consent Agenda Items.
5. **Fiscal Officer's Report:** Ms. Jones
 - Investment yield: Star Ohio as of September 30th, 2023, the rate is 5.48%.
 - Interest for the month was \$46,818.55.
 - The 2020 / 2021 audit – Ms. Jones is following up with CPA Paul Cantor of Canter & Associates by email regarding the status of the Library's audit.
 - The Board thanked Ms. Jones for her time and efforts during her Interim Fiscal Officer position.

Resolution #105.23: On the motion of Sam Battle, Seconded by Dr. Chad Vickers, the board unanimously approved the Fiscal Officer's Report.

6. Director's Report: Ms. Starkey

Facilities updates

Hired Maintenance Systems of Northern Ohio to do crosswalk striping at Central and to repaint South parking lot lines

Strategic Plan progress

- First round of action reports is being reviewed
- Managers viewed and discussed a recorded NEO-RLS training focused on service excellence, put on by Kent District Library (Michigan) for discussion in management and sharing with teams

Operations updates

- National Library Card signup month (Sept) 263 new cards! Our goal was 150!
- New story walk stations are installed at LaGrange Community Park!
- Banned books week was the first week of Oct, and librarians created displays and we gave away stickers to patrons
- Progress with new payroll system

The Union approved the CBA Modification in a 13/5 vote. Will take effect on 10/9/2023. Thanks to Kathy Runser & Jason Weimer for all their hard work and efforts to bring this to the staff members.

Resolution #106.23: On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously approved the Director's Report.

7. President's Report: Ms. Kroupa

Kathy Smith from the EPL Foundation will be coming to the November Board meeting to give updates on what the Foundation is doing.

All Board Trustees should confirm that their EPL email is working after the migration.

Total of 6 candidates for new Board Trustees. Ms. Kroupa and Ms. Starkey are conducting initial interviews and will bring recommendations to the Board for the November meeting.

There will be an Executive Session on the November Agenda pertaining to the Director's Review and Evaluation.

Ms. Kroupa asked for volunteers for the 2024 Nominating Committee for Board Officers. Recommendations should be made at the December Meeting.

Resolution #107.23: On the motion of Debbie Kroupa, seconded by Dr. Patricia Schrull, the Board appoints Dr. Chad Vickers and Sam Battle to the 2024 Nominating Committee for Board Officers, as an AD HOC committee.

Resolution 108.23: On the motion of Dr. Chad Vickers, seconded by Dr. Patricia Schrull, the board unanimously approved the President's Report.

8. Committee Reports:

Friends of EPL – Ms. Starkey spoke on behalf of the Friends Group. The Friends book sale at Taylor Street was a success. Update on totals next month.

Friends of EPL Keystone – Ms. Zwaduk spoke on behalf of the Friends of Keystone group. The group is working on the final details for the book sale in November. Getting ready for a book and cookie promotion at the Village the First Sunday in December. Ms. Zwaduk is painting the Mural for the Village.

Elyria Public Library Foundation: Ms. Smith spoke on behalf of the Foundation. The memorial envelopes for the funeral homes are ready.

Finance and Audit Committee – None

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee – Many candidates. Completed and committee resolved until further assistance needed.

Fiscal Officer Search Committee – Completed and committee resolved.

Resolution #109.23: On the motion of Sam Battle, seconded by Dr. Chad Vickers, the board unanimously approved the Committee Reports.

9. Old Business:

CFO Search Update

Three Special meetings in September to conduct interviews. September 26th, 2023, Special meeting led to a resolution for Ms. Kroupa to extend and offer to a Candidate.

Awaiting a background check, possible New Fiscal Officer to start October 23rd, 2023.

10. New Business:

Motion to approve the revised Meeting Room Policy to reflect the new Online Calendar system.

Resolution #110.23: On the motion of Debbie Kroupa, seconded by Rhonda Smith, the board approves Tabling the Revised Meeting Room Policy until the November Board Meeting.

Motion to approve the Disciplinary Action Policy

Resolution #111.23: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously, by Roll Call Vote, approved the Disciplinary Action 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

Motion to approve Manager Pay Rate Increase

Resolution #112.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board elected to enter Executive Session, by Roll Call Vote, at 7:13pm to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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 #113.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board elected, by Roll Call Vote, to reconvene from Executive Session at 7:28pm.

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 #114.23: On the motion of Dr. Chad Vickers, seconded by Sam Battle, the Board approves the motion for the manager/non-union staff to receive a pay increase as stated in Executive Session.

11. Adjournment

Resolution #115.23: On the motion of Rhonda Smith, seconded by Sam Battle, the Board agreed to adjourn the meeting at 7:31pm.

By signatures below, the Board approved the September Meeting Minutes. The next Board meeting will be Monday, November 13th, 2023, at the Keystone Branch at 6pm.

President

Secretary

(RLD)