

2023 EPL Board of Trustees
Meeting Minutes
Monday, September 11th, 2023
6:00pm
Central Rotary 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, Kathy Runser, Terri Miller, Frank Szuch, Tanya White, Jason Weimer

Visitors: Wendi Zwaduk

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 August 14th, 2023, meeting minutes
 - b. **Personnel Actions:** Lindsey Brandon, Librarian, resigned
Natalie Hendeson, Tech II, resigned
Heather Gohring, Librarian, resigned
New Hire: Shari Bowers, Librarian, Keystone Branch
 - c. **Memorials/Donations:** None

Resolution #83.23: On the motion of Dr. Chad Vickers, seconded by Ray Armstrong Jr., the board unanimously approved the Consent Agenda Items.

5. **Fiscal Officer's Report:** Ms. Jones
Investment yield: Star Ohio as of 8/31/23 the rate is 5.48%.
Interest for the month was \$42,796.24. Prior month: \$39,470.31.
New 2024 PLF entitlement estimate of \$11,371,259.00.
No report for the 2020/2021 audit yet.

Resolution #84.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously approved the Fiscal Officer's report.

6. Director's Report: Ms. Starkey

Facilities updates

- a. Roof at Central – leak was repaired (prior to Aug 21-22 storms/floods)
- b. No major issues from the major storm. Wind shifted the doors off track and set off burglar alarms at all hours of the night
- c. Keystone lockers were relocated; safer and better access in rain/snow

Strategic Plan progress

- a. Internal communications:
Now that Microsoft migration is completed, we are working on clarifying and consolidating access to important documents and information. Also working to build structure for departments/teams to have shared digital files that are not owned by a single user
- b. First round of action reports due oct 1 for strategic plan implementation

Operations updates

- a. Manager development project (project with Organizational Architecture)
- b. September is Library Card signup month, please get the word out!
- c. Summer Reading Program – stats compiled, good participation levels, slightly lower than last year

Events

- a. Staff day – Fri 9/22 at French Creek Metropark on Colorado Ave in Sheffield Village

Resolution #85.23: 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

- Mrs. Kroupa is coordinating with the Foundations, Kathy Smith regarding promoting groups. Ms. Smith will be coming to the October Board Meeting to share the Foundation's strategic plan.
- Anyone that is having issues with your email after the migration, please reach out to Jon or Frank.
- At the October Board meeting, the Board will be assigning a nominating committee for election of Board Officers for 2024. The Board will start a discussion for the Director's Review of Progress. Looking forward to the November meeting to be finalized.

Resolution #86.23: 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: Ms. Starkey spoke on behalf of the EPL Friends. Book donations on the first Fridays of the month are going well. The group is getting ready for the Fall book sale on October 6th through October 8th at the Taylor Street location.

Friends of EPL Keystone: Ms. Zwaduk spoke on behalf of the EPL Keystone Friends. Their book donations are going well, also. They have plans to repaint the mural at the Village. Getting ready for their book sale on November 16th through November 19th. Working on planning Christmas on the Square for the first Sunday in December as well as planning for the annual Tree Lighting Event at the Keystone Branch.

Elyria Public Library Foundation: Ms. Smith spoke on behalf of the Foundation. Nothing to report. Still working on the envelopes for Funeral Homes.

Finance and Audit Committee: None

AD HOC Committee:

Review Board Recruitment and Orientation Planning Committee: Ms. Schneider spoke for the Committee. One person expressed interest and filled out the form online. Ms. Schneider will mark email as a required field. Ms. Smith will reach out to the applicant.

Fiscal Officer Search Committee: Ms. Kroupa spoke on behalf of the Committee. Organizational Architecture has two possible candidates for the EPL Open Fiscal Officer position. Organizational Architecture is very efficient in vetting candidates and giving the Board summaries, cover letters, resumes, and they are currently working on references. Both candidates are scheduled for in-person interviews next week. This meeting will be for information gathering purposes only. If a candidate looks promising, the Board will schedule an opening meeting to discuss further.

Resolution #87.23: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously approved the Committee Reports.

9. **Old Business:** None

10. **New Business:** None

11. **Executive Session:** Collective Bargaining Matters

Resolution #88.23: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed, by roll call vote, to enter into Executive Session for discussion on Collective Bargaining Matters at 6:32pm.

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 #89.23: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the board unanimously agreed, by roll call vote, to reconvene from Executive Session for discussion on Collective Bargaining Matters at 7:16pm.

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 #90.23: On the motion of Ray Armstrong Jr., seconded by Jessica Schneider, the board accepts, by roll call vote, the Collective Bargaining Agreement Modification proposal as edited during the Executive Session, and to be proposed/accepted by the Union.

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 #91.23: On the motion of Ray Armstrong Jr., seconded by Dr. Chad Vickers, the board agreed to adjourn the meeting at 7:19pm.

Next Board meeting will be October 9th, 2024, at 6pm in the Rotary Room at the Central Branch.

President

Secretary

RLD