

2023 EPL Board of Trustees
Meeting Minutes
Monday, December 11th, 2023
6:00pm, Central Branch

Trustees Present: Debbie Kroupa; President, Rhonda Smith; Vice President, Sam Battle, Jessica Schneider, Dr. Chad Vickers; Secretary, Dr. Patricia Schrull, Koneake Lawrence, Margaret Leglise, Scott Serazin

Trustees Absent: Ray Armstrong Jr.

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

Visitors: Wendi Zwaduk, Owen from The Chronicle Telegram

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

Mrs. Kroupa took this opportunity to introduce the three new Trustees, Koneake Lawrence, Margaret Leglise, and Scott Serazin. Each of the Board members introduced themselves, also.

4. **Consent Agenda Items:**

- a. Approval of the November 13th, 2023, meeting minutes
- b. **Personnel Actions:** Kim Geletka, Central Youth Department, Retirement
- c. **Memorials/Donations:**

Richard Vieritz	\$500.00	in Memory of Mitzi and Nancy Vieritz
Nancy Dowdell	\$25.00	in Honor of Janet Toth
Vandemark Jewelers	\$25.00	in Memory of Anne Ruth Brown
Vandemark Jewelers	\$25.00	in Memory of Lenore Lotko

Resolution #135.23: On the motion of Rhonda Smith, seconded by Sam Battle, the board unanimously approved the Consent Agenda Items.

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

Financial:

- Ms. Perkins provided an update on the current 2023 financial projections.

Other:

- The 2020-2021 audit is complete and filed with the State Auditor's office.
- Paycor went Live for the November 24th payroll.

Resolutions:

Motion to approve the 2024 Temporary Appropriations

Resolution #136.23: On the motion of Sam Battle, seconded by Dr. Patricia Schrull, the board unanimously approved the 2024 Temporary Appropriations.

Resolution #137.23: 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

- Requests for Prequalification have been received from CBLH which has been approved as a prequalified Designer and RFC Contracting is in the pipeline
- We will begin with preliminary meetings to discuss the goals of the project

Operations updates

Hotspots:

- Added 15 additional hotspots due to high demand
- Changed procedure to incurring late fees just like several other higher value items in Special Collections, because the wait list is long, and the access is switched off when overdue

Issue 2: marijuana referendum impact

- Our no-smoking/vaping policy still holds
- Patron Conduct policy still holds no alcohol or drugs in facilities; also, people entering the space with strong odor may be asked to leave

Strategic Plan Year 1 update

Presentation: 2023 Accomplishments and 2024 directions | Jen Starkey & Kathy Runser

Events

- Staff day Dec 8th half day
- Manager Development retreat Jan 25

- Numerous upcoming programs leading up to the Eclipse.
- 2,000 glasses being given out at Eclipse related programs starting in February (1 per person, while supplies last)
- If we have leftover glasses in the last week of March, we can start handing them out to anyone who comes in.
- We have many eclipse and space science related programs in next newsletter

Spotlight on library initiatives

Speaker: Carrie Tilley, Information Services (Adult Services) Central Library

- Programming successes
- Collaborations with other branches
- ALA Holocaust Exhibit Application

Resolution #138.23: On the motion of Dr. Chad Vickers, seconded by Margaret Leglise, the board unanimously approved the Director’s Report.

7. President’s Report: Ms. Kroupa

Ms. Kroupa:

Trustees:

- At the November 2023 meeting, all resolutions for appointing three new trustees were approved.
- Ms. Kroupa has given them the Welcome Letter, explained the orientation process
- Access to Library email
- Updated Board Trustee list
- OLC, new Trustee training is available

Streamlined Board Packet:

- Packets will include Director’s and Fiscal Officer’s Reports

November Executive Session Update:

- Ms. Kroupa has met with the Director to discuss the approved Performance Evaluation and provided information for the salary increase.

Resolution 139.23: On the motion of Jessica Schneider, seconded by Dr. Chad Vickers, the board unanimously approved the President’s Report.

8. Committee Reports:

Friends of EPL: Ms. Leglise spoke on behalf of the EPL Friends group.

- Friends have donated \$14,876.79 to the Library in 2023.
- West Rive Seed Bank
- Sponsored Author Program

- Summer Reading Program
- Gardening Supplies for West River
- Bought the Bench at the South Branch
- Attended the Connect to a Cause event
- October Booksale at Taylor Street

Friends of EPL Keystone: Ms. Zwaduk spoke on behalf of the group.

- Raised \$5800 from the Booksale
- Keystone Tree Lighting event
- Christmas in the Village
- December 14th, 2023, will be the End of the Year Meeting
- January 2024, will be getting new Board Members

Elyria Public Library Foundation: Ms. Smith spoke on behalf of the Foundation.
Annual Appel Letters are in the mail.

Finance and Audit Committee: Nothing to report currently

AD HOC Committee:

2024 Board Officer Nomination Committee:

Considering the new Trustees, the committee will give their nominations and vote at the January 2024 meeting. This will give the new Trustees time to volunteer if they wish to be an Officer.

Resolution #140.23: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the board unanimously approved the Committee Reports.

9. **Old Business:** None

10. **New Business:**

Motion to approve the Deaccession List

Resolution #141.23: On the motion of Rhonda Smith, seconded by Jessica Schneider, the board unanimously approved the Deaccession List.

11. **Adjournment**

Resolution #142.23: On the motion of Sam Battle, seconded by Dr. Chad Vickers, the Board unanimously agreed to adjourn the meeting at 7:37pm.

The next Board meeting will be Monday, January 8th, 2024, at the Central Branch in the Rotary Room at 6pm.

President

Secretary

(RLD)