

2024 EPL Board of Trustees
Annual Meeting Minutes
Monday, January 8th, 2024
6:00pm, Central Branch

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

Trustees Absent: Jessica Schneider

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

Visitors: Wendi Zwaduk, Krista Battle

1. **Call to Order:** Ms. Kroupa called the meeting to order at 6:00pm.

- Ms. Kroupa would like to add the appointment of Finance Committee members for 2024 to the agenda, to be addressed after the Nomination of Officers.

Resolution #1.24: On the motion of Dr. Patricia Schrull, seconded by Sam Battle, the Board unanimously agreed to amend the Annual Meeting Agenda to include a Finance Committee members appointment for 2024.

2. **Nomination of Officers:** Nominating Committee

- Mr. Battle spoke of behalf of the Nominating Committee. The Committee decided at the December 8th, 2023, meeting to postpone the nominations for 2024 Officers until the Annual January 2024 meeting considering three new Trustees to give them the chance to show interest in an Officer position.
- Nominations for President were Ms. Kroupa or fill in option, Vice President were Dr. Vickers, Mr. Armstrong Jr., or fill in option, and Secretary were Ms. Schneider or fill in option.
- Mr. Battle passed out the Nomination forms, Trustees voted, Ms. Starkey and Ms. Davis tallied the votes.

3. **Election of Officers:** Ms. Kroupa

Motion to appoint Board President for 2024

Resolution #2.24: On the motion of Dr. Chad Vickers, seconded by Scott Serazin, the Board unanimously approved, by roll call vote, to appoint Ms. Debbie Kroupa to be Board President for 2024.

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
Koneake Lawrence	X			
Margaret Leglise	X			
Scott Serazin	X			

Motion to appoint Board Vice President for 2024

Resolution #3.24: On the motion of Rhonda Smith, seconded by Ray Armstrong Jr., the Board unanimously approved, by roll call vote, to appoint Dr. Chad Vickers to be Board Vice President for 2024.

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
Koneake Lawrence	X			
Margaret Leglise	X			
Scott Serazin	X			

Motion to appoint Board Secretary for 2024

Resolution #4.24: On the motion of Ray Armstrong Jr., seconded by Dr. Patricia Schrull, the Board unanimously approved, by roll call vote, to appoint Jesscia Schneider to be the Board Secretary for 2024.

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
Koneake Lawrence	X			
Margaret Leglise	X			
Scott Serazin	X			

4. Appointment of Finance Committee for 2024:

- Ms. Kroupa called for volunteers to be on the Finance Committee.
- Ms. Kroupa appointed Scott Serazin, Margaret Leglise, and Sam Battle to serve on the 2024 Finance Committee.

5. **Annual Business:** Ms. Kroupa

Motion to approve the Established Notice of Rules for Meetings

Resolution #5.24: On the motion of Rhonda Smith, seconded by Dr. Patrica Schrull, the Board unanimously approved the Established Notice of Rules for Meetings.

Motion to approve the 2024 Board Meeting Calendar/Location

Resolution #6.24: On the motion of Rhonda Smith, seconded by Koneake Lawrence, the Board unanimously approved the 2024 Meeting Calendar/Location.

Motions from Fiscal Officer:

Motion to appoint Debby Perkins as the Fiscal Officer for the 2024 fiscal year. And Acknowledging that the Fiscal Officer is in the first year of a three-year contract.

Resolution #7.24: On the motion of Sam Battle, seconded by Ray Armstrong Jr., the Board unanimously approved appointing Debby Perkins as the Fiscal Officer for the 2024 fiscal year. And Acknowledging that the Fiscal Officer is in the first year of a three-year contract.

Motion to acknowledge that the Fiscal Officer and Deputy Fiscal Officer are bonded. The Fiscal Officer and Deputy Fiscal Officer each have a \$50,000.00 surety bond through the Library's insurance carrier.

Resolution #8.24: On the motion of Scott Serazin, seconded by Magaret Leglise, the Board unanimously acknowledged that the Fiscal Officer and Deputy Fiscal Officer are bonded. The Fiscal Officer and Deputy Fiscal Officer each have a \$50,000.00 surety bond through the Library's insurance carrier.

Motion to change/update bank signatories, Board President, Vice President, Fiscal Officer, and Deputy Fiscal Officer.

Resolution #9.24: On the motion of Dr. Patricia Schrull, seconded by Ray Armstrong Jr., the Board, by roll call vote, unanimously approved to change/update bank signatories, Board President, Vice President, Fiscal Officer, and Deputy Fiscal Officer.

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
Koneake Lawrence	X			
Margaret Leglise	X			
Scott Serazin	X			

Motion to permit Debby Perkins, Fiscal Officer, to invest Elyria Public Library System’s funds to achieve the maximum interest yield yet retain a positive cash flow for expenditures. The Fiscal Officer will establish accounts as necessary (checking, money market, savings, etc.). Funds will be invested withing the guidelines of the Ohio Revised Code.

Resolution #10.24: On the motion of Sam Battle, seconded by Dr. Chad Vickers, the Board unanimously approved to permit Debby Perkins, Fiscal Officer, to invest Elyria Public Library System’s funds to achieve the maximum interest yield yet retain a positive cash flow for expenditures. The Fiscal Officer will establish accounts as necessary (checking, money market, savings, etc.). Funds will be invested withing the guidelines of the Ohio Revised Code.

Informational: 2024 EPL Holiday and Staff Day Closings

Dr. Schrull asked if the question Sunday Hours should be put on the next Community Survey. Ms. Starkey agreed and added if this would be an issue in the future, more staff would be needed to have proper coverage.

Resolution #11.24: On the motion of Rhonda Smith, seconded by Scott Serazin, the Board unanimously approved the 2024 EPL Holiday and Staff Day Closings.

6. Adjournment

Resolution #12.24: On the motion of Rhonda Smith, seconded by Dr. Patricia Schrull, the Board unanimously agreed to adjourn the Annual Meeting at 6:26pm.

The Board went into the January Regular Meeting.

President

Secretary

(RLD)