

2024 EPL Board of Trustees

Meeting Minutes

Monday, April 15, 2024

6:00pm, South Branch

Attendees:

Trustees

Debbie Kroupa

Jessica Schneider

Rhonda Smith

Patricia Schrull

Koneake Lawrence

Sam Battle

Ray Armstrong

Scott Serazin

Maggie Leglise

Chad Vickers was absent but participated virtually.

Staff:

Jennifer Starkey

Debby Perkins

Kathy Runser

Frank Szuch

Tanya White

Visitors:

Wendi Zwaduk

The Board met at the South Branch Library. Debbie Kroupa called the meeting to order at 6:01pm. Debbie welcomed all Attendees. There were no public comments.

Consent Agenda Items:

Rhonda Smith moved to approve the Consent Agenda Items (listed below). Patricia Schrull seconded the motion. The Board unanimously approved the Consent Agenda Items. **(Resolution 37.24)**

- Approval of the March 11, 2024, meeting minutes
- Personnel Actions: approve the following new hires:
 - Kenneth Pedley, Maintenance
 - Kimberely Clough, Outreach Department
 - Zayne Hardin, Circulation Tech II – West River
- Memorial Donations:
 - Vandemark Jewelers \$25.00 in memory of Paula Dempsey
 - Vandemark Jewelers \$25.00 in memory of Steven Fleming
 - Vandemark Jewelers \$25.00 in memory of Mary Canan
 - Nancy Krause \$40.00 in memory of Boyd Crawford

Fiscal Officer’s Report:

- Sam Battle moved to approve the revised Credit Card policy. Scott Serazin seconded the motion. The Board unanimously approved the revised Credit Card Policy by Roll Call vote. **(Resolution 38.24)**

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Chad Vickers				X
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

- Ohio Library Council has communicated that the State PLF funding is running \$2.8m behind what was projected for 2024. The impact for EPL is \$37,000 less funding than what was budgeted through April 2024. This will be a topic of discussion at the Legislative Day in Columbus April 24th.
- EPL received notification that we are the beneficiary of an annuity from Betty Baracscai. Further information will be provided as it is available.

Jessica Schneider motioned to approve the Fiscal Officer’s Report. Rhonda Smith seconded the motion. The Board unanimously approved the Fiscal Officer's Report. **(Resolution 39.24)**

Director’s Report:

- Facilities Updates:
 - The backflow valve failed during testing at Central and will need to be replaced.
 - New LED lights will be installed at Taylor garage.
- Operation Updates:
 - Community Survey is now open until May 12th. It can be completed online or at any of the branches on paper.
 - South branch will be partnering with Elyria City Schools for their Summer Lunch Program.
- Events:
 - OLC Legislative Day is 4/24/24 in Columbus. Several staff are attending.
 - Memorial Tree dedication ceremony in memory of Shaland Isom at West River on Saturday, May 4th.
 - Staff Development Day is Friday, April 26th at Central Library.
 - Jen Starkey will represent the EPL and present at the Elyria City Council meeting May 6th.

Ray Armstrong motioned to approve the Director's Report. Maggie Leglise seconded the motion. The Board unanimously approved the Director's Report. **(Resolution 40.24)**

President's Report:

- Board members will meet at 5:30pm on 5/13/24 at the Keystone branch for Microsoft Teams training and review. This will be prior to the Monthly Board Meeting.
- All Board members are encouraged to attend the OLC Trustee Dinner on 5/2/24.
- The Board needs to review the current Records Retention policy as it relates to the Library Records Commission.

Ray Armstrong motioned to approve the President's Report. Patricia Schrull seconded the motion. The Board unanimously approved the President's Report **(Resolution 41.24)**.

Committee Reports:

- Friends of EPL: held their annual Association Meeting on 4/15/24 at Central. Membership is down and are looking for people interested in joining the group.
- Friends of EPL Keystone: holding an online membership sign up. Have sorted through the current collection of books available for book sale. Will start collecting donated books in June.
- EPL Foundation: will be meeting April 17th at 7:30am.
- Finance and Audit Committee: will be meeting May 6th at 6:00pm at Central.
- Ad Hoc Committee: n/a

Jessica Schneider motioned to approve the Committee Reports. Ray Armstrong seconded the motion. The Board unanimously approved the Committee Reports **(Resolution 42.24)**.

Old Business: there was no discussion.

New Business:

- West River Parking Lot Project
 - The original plan was to redesign and repave the WR parking lot.
 - Preliminary estimates are around \$1m to complete the project.
 - There was discussion regarding the pros and cons of the redesign option versus only repaving as well as the funds available for this project.
 - Rhonda Smith motioned to rescind Resolution 35-24 to enter in a contract with CBLH and RFC Contracting to redesign the WR parking lot. Patricia Schrull seconded the motion. The Board unanimously agreed to rescind the resolution. **(Resolution 43.24)**.
 - Ray Armstrong motioned to move forward with issuing a Request for Proposals for repaving and possible minor structural changes at West River parking lot. Jessica Schneider seconded the motion. The Board unanimously approved the motion by Roll Call vote. **(Resolution 44.24)**

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Chad Vickers				X
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

- Trustee Rhonda Smith informed the Board that the City of LaGrange is planning on repaving the path at the park where the Keystone branch has their story time walk.

Adjournment: Ray Armstrong motioned to adjourn the meeting. Sam Battle seconded the motion. The Board unanimously voted to adjourn the meeting at 7:05pm. **(Resolution #45.24).**


Vice President


Secretary