

**2024 EPL Board of Trustees**

Meeting Minutes

Monday, August 12, 2024

6:00pm, West River Branch

**Attendees:**

**Trustees Present**

Ray Armstrong	Sam Battle	Debbie Kroupa	Koneake Lawrence	Maggie Leglise
Scott Serazin	Rhonda Smith	Jessica Schneider	Patricia Schroll	

**Trustees Absent**

Chad Vickers

**Staff:**

Debby Perkins	Jon Richmond	Kathy Runser	Macy Southard
Jennifer Starkey	Jason Weimer	Tanya White	

**Visitors:**

Wendi Zwaduk

The Board met at the West River Branch Library. Debbie Kroupa called the meeting to order at 6:00 pm. Debbie welcomed all Attendees. There were no public comments.

**Consent Agenda Items:**

Rhonda Smith moved to approve the Consent Agenda Items (listed below). Sam Battle seconded the motion. The Board approved the Consent Agenda Items. **(Resolution 69.24)**

**a. Approval of July 2024 monthly meeting minutes**

**b. Personnel Actions:**

**Internal Changes:**

Carrie Tilley - Branch Manager, Keystone  
Lauren Carpenter - Outreach Librarian  
Jennifer Sallay - Youth and Adult Services Manager, Central

**New Hires:**

None

**Resignations:**

Kimberley Clough  
Irina Kazanas

**Retirements:**

Debby Krejsa

**c. Memorials & Contributions**

Estate of Betty Baracscai	\$37,791.71	Unrestricted donation
Estate of Betty Baracscai	\$57,945.00	Unrestricted donation
City of New York		In memory of James
Community Foundation	\$100.00	Howard Horn

**Executive Session: Collective Bargaining Matters**

Resolution:

- Motion to enter Executive Session, by roll call vote, at 6:03 p.m. to prepare for, conduct, or review a collective bargaining strategy. **(Resolution 70.24)**

Sam Battle left the meeting at 7:05 pm.

**Fiscal Officer's Report:**

- **Revenue:** the projected revenue is up slightly from the budget. Higher investment earnings have offset lower PLF Funding for 2024.
- **Expenses:**
  - Salaries & Taxes - there has been an average of 4 full time employment positions open each month of 2024. Additionally, anticipated payouts for retirement eligible employees will be significantly less than anticipated.
  - Materials – the spending on print materials and audio visual is lower than anticipated for 2024 due to lower New Release materials published in 2024.

**Motion:** Transfer \$300,000 from the General Fund to the Building and Repair Fund to support upcoming capital projects at the West River branch. **(Resolution 73.24)**

Rhonda Smith moved to approve Resolution 73.24. Patricia Schrull seconded the motion. The Board approved Resolution 73.24.

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			

**Estate of Betty Baracskai:** Elyria Public Library is a named beneficiary in the estate. EPL has received approximately \$168,000 in unrestricted contributions so far.

- **Motion:** establish a new fund Baracskai Trust (706) as part of the Endowments. Transfer the total value of the unrestricted contributions from the General Fund to the newly established Trust in the Star Ohio Endowment Fund account. **(Resolution 74.24)**
- Patricia Schrull moved to approve Resolution 74.24. Jessica Schneider seconded the motion. The Board approved Resolution 74.24.

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			

- **Required Fraud Reporting and Training:** Keith Faber, Ohio State Auditor, issued a Bulletin (2024-005) requiring all public employees to complete the Fraud Reporting and Training. EPL employees have until December 29, 2024, to complete the training. A group viewing at the next staff day is being considered to comply with the Bulletin. EPL Board of Trustees are not required to complete the training but are encouraged to. The training can be found on the Ohio Auditor's website: [www.ohioauditor.gov](http://www.ohioauditor.gov).

Maggie Leglise motioned to approve the Fiscal Officer's Report. Ray Armstrong seconded the motion. The Board approved the Fiscal Officer's Report. (**Resolution 75.24**)

### **Director's Report:**

#### **1. Facilities updates**

**Central A/C Repaired:** The north end of building was without AC for a few days beginning July 5, was repaired on the following Tuesday after the outage. The holiday weekend may have complicated getting a technician out to fix it.

**Central:** Frank discovered a small crack in the roof while looking into a temporary fix for the AC (no damage occurred). The roof is under warranty and was repaired free of charge by West Roofing.

**South:** The EPL Foundation provided a gift to add a digital game "Play Table" for South.

#### **2. Operations updates**

**Keystone: Carrie Tilley** was selected as the new Keystone Branch Manager.

**Tiny Art Show:** We had success with this program, there were over 80 attendees, and 90 pieces of art submitted for the show, and positive press for the library. The program is part of the lead-up and promotion for Garford Arts Festival taking place Sat 8/10 downtown, EPL is a key partner.

**Voter support and civic literacy:** EPL is partnering with League of Women Voters for a non-partisan voter information program and tabling in the branches to assist visitors with voter registration. EPL branches are designated voter registration acceptance location and staff in each branch are trained on proper submission of the registrations to the board of elections.

**Staff turnover:** Due to multiple factors, we have 8 open positions currently, among the reasons are: retirement, relocation, promotion, termination, and newer staff deciding the job is not a fit.

#### **3. Community Survey Report**

The community survey was pulled in April/May and we received over 344 responses. These responses showed many strengths in areas like outreach, collections, programming, welcoming environment, and service. It also showed areas of improvements in messaging & awareness, spaces and homeschoolers. The next steps will work toward enhancing the communication efforts, adding more homeschooling programs & tutoring services, and creating more seating and interactive spaces in the libraries. The public were able to view a portion of the results in the fall Newsletter.

#### 4. Upcoming events:

Lorain County Library Trustees event confirmed for early evening 10/3. Save the date! Macy will request and collect RSVPs by email in a few weeks.

#### 5. Guest presentation:

##### **Tanya White: Central Circulation Team**

Tanya spoke about National Library card sign up month in September and what her department is doing to spread awareness. She has been collaborating with the Marketing team to engage and grow social media presence by creating Tik Toks.

Koneake Lawrence motioned to approve the Director's Report. Scott Serazin seconded the motion. The Board approved the Director's Report. **(Resolution 76.24)**

**President's Report:** The President discussed the passing of the Mayor of Lagrange, Ken Sooy. He was a longtime community member who had a great presence in the community and had a connection with the EPL. His celebration of life will be on 9/7 at 11 am at the Lagrange Municipal Building.

Also, Debby Perkins' one year is coming up in the fall, so the new contract will be put to December, and we'll see appraisals before then, they will show up in the November meeting update.

Scott Serzain motioned to approve the President's Report. Ray Armstrong seconded the motion. The Board approved the President's Report. **(Resolution 77.24)**

#### **Committee Reports:**

- **Friends of EPL:** The Friends have received over 100+ donations for their upcoming book sale. The Elyria Friends' book sale will take place on October 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> at the Taylor Street location.
- **Friends of EPL Keystone:** The Friends gave away 3 backpacks as a back-to-school giveaway; there were 93 entries in the drawing. However, there is a need for more of a social media presence for awareness.

The Friends also participated in "First Night Out." On donation day, they got a ton of donations, about 18 cars dropped off books. And lastly, for Debby Kresja, a blanket and homemade pillow were made for her and gifted to her as a celebration of her retirement. The Keystone Friends' book sale will take place on November 14<sup>th</sup>-17<sup>th</sup>.

- **EPL Foundation:** The 150<sup>th</sup>/200<sup>th</sup> anniversary celebration in Lagrange is coming up, the libraries and the historical society are invited to participate. There is an article in the Rural Urban article about this celebration.

During the Foundation's meeting, they were able to prepare the donation/memorial letters and envelopes and get them ready to send out. This is to notify families that we offer this donation service.

- **Finance and Audit Committee:** The committee met on August 5th. See attached minutes.
- **Ad Hoc Committee:** n/a

Jessica Schneider motioned to approve the Committee Reports. Patricia Schrull seconded the motion. The Board approved the Committee Reports. **(Resolution 78.24)**

**Old Business:** there was no discussion.

**New Business:**

**West River Construction Projects:** Bricker Graydon LLP is a company that EPL used in a previous project. EPL is asking for board approval to engage them in representing the library, finishing the parking lot project, and using them for the HVAC project. Entering a contract with them would also help to smooth the bidding process for the HVAC project. The cost would be \$16,000 and once approved by the board, it can be signed into engagement and the parking lot project would be added.

- **Motion:** To engage Bricker Graydon LLP in the procurement and contracting process related to capital projects at West River. **(Resolution 79.24)**

Rhonda Smith motioned to approve Resolution 79.24. Ray Armstrong seconded the motion. The Board approved Resolution 79.24.

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			

**Discussion Item:** Employee Handbook. EPL developed an employee handbook with some help from the Prosecutor's office. This new addition is not to be voted on until the next board meeting for approval. In the handbook, there are board approved policies & procedures, employee information, and new orientation plan included. There are a few new concepts in the handbook as well.

**Adjournment:** Ray Armstrong motioned to adjourn the meeting. Maggie Leglise seconded the motion. The Board voted to adjourn the meeting at 8:07pm. **(Resolution 80.24)**

  
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President

  
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Secretary