

2024 EPL Board of Trustees

Meeting Minutes

Monday, December 9, 2024

6:00pm, West River Branch

Attendees:

Trustees Present

Debbie Kroupa Maggie Leglise Koneake Lawrence Scott Serazin
Jessica Schneider Patricia Schrull Rhonda Smith

Trustees Absent

Ray Armstrong Sam Battle

Staff:

Frank Szuch

Visitors:

Wendi Zwaduk

The Board met at the Central Branch Library. Debbie Kroupa called the meeting to order at 6:03 pm. Debbie welcomed all Attendees.

Consent Agenda Items:

a. Approval of October 2024 monthly meeting minutes

b. Personnel Actions:

Resignations:

Tabitha Montijo - Tech II, Central Circulation

Matt Bahnsen - South Branch Manager

New Hires:

Andrew Turner - Tech III, Fleet Services

Internal Status Changes:

Mary Harris – WR Adult Services Manager to South Branch Manager

c. Memorials & Contributions:

Elyria Rotary	\$108.00	Sep/Oct Books
Susan Lyndes	\$30.00	In Memory of Tim Gedridge
Elyria Rotary	\$90.00	Nov/Dec Books
Susan Lyndes	\$50.00	In Memory of Tracie Brown
Richard Vieritz	\$500.00	In Memory of Mitzi & Nancy Vieritz

d. Board Acknowledgement:

Public Notice of West River Parking Lot Paving Project Bid – Posted to The Chronicle Telegram on 10/30 and 11/6.

Patricia Schrull moved to approve the Consent Agenda Items. Rhonda Smith seconded the motion. The Board approved the Consent Agenda Items. **(Resolution 109.24)**

Fiscal Officer's Report:

Fair Labor Standards Act: EPL has been monitoring the changes to the Fair Labor Standards Act that were to go into effect on January 1st, 2025. A federal court ruled on November 15th against the Department of Labor's new salary thresholds effective immediately. The DOL may appeal the decision, but it is unlikely at this time.

Transfer to Debt Service Fund: At the October meeting, the Board authorized to transfer "no more the \$470,000 from the General Fund to the Debt Service Fund for the bond levy payment." (*per resolution 99-24*) The exact amount that was transferred was \$466,455.74.

2025 Proposed Budget: The General Fund is a balanced budget at \$6.1 m but total combined expenses are budgeted to exceed revenue in 2025 by \$3.3m. This is mainly attributed to the \$1.8m in capital projects scheduled for West River. Additionally, \$1.4m of Non-Operating funds appropriated for unanticipated expenses. The non-operating funds include the Endowments & Trust accounts EPL has at Star Ohio.

Motion: To approve the Fiscal Year 2025 Temporary Appropriations of \$10,379,920.80.

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	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			

Rhonda Smith motioned to approve Resolution 110.24. Jessica Schneider seconded the motion. The Board approved Resolution 110.24.

Health Insurance: Open enrollment for 2025 is now complete. There was a 20% increase in enrollment across all plans. Most of the increase was due to employees adding Dental and Vision coverage. There were 3 employees that selected the Family Medical Coverage.

OLC sent an update about their monitoring their State House bill 257, they're having a hearing on (12/18) to allow public entities to have virtual monthly meals.

Patricia Schrull motioned to approve the Fiscal Officer's Report. Koneake Lawrence seconded the motion. The Board approved the Fiscal Officer's Report. (**Resolution 111.24**)

Director's Report:

The Director was absent from this meeting. Notes on her behalf:

1. Facilities updates

South property

ODNR reached out to request access to our property to inspect the site for an abandoned well. The ODNR's Orphan Well Program covers the costs of checking and sealing the wells.

2. Operations updates

EPL Identity and branding project

A committee has been working for months to lay the groundwork for this process: logos, colors, and slogans, and we are on track with the timeline. Eventually this will be brought to the Board.

Internet / CIPA

EPL changed internet for public computing and Wi-Fi to become compliant with the Children's Internet Protection Act.

ClevNet updates

Aspen implementation was a success and went smoothly, only minor wrinkles during the process.

ClevNet strategic planning is underway.

Cybersecurity updates - ClevNet is updating their cybersecurity by evaluating staff members through email tests, soon trainings will become available relating to phishing.

Partnership with JVS

Adult Diploma and career pathways - Lorain and Elyria libraries are partnering with JVS to utilize our facilities and spread awareness of the program. It's a good way to connect with them and our communities.

Jessica Schneider motioned to approve the Director's Report. Maggie Leglise seconded the motion. The Board approved the Director's Report. **(Resolution 112.24)**

President's Report: After attending the recent Holiday program at Keystone, they deserved a shout out. It was an amazing program with a great turnout, the parking lot was completely full. Kudos to the new Keystone team!

January is the annual organizational meeting; it will begin at 6pm and will include the election of officers. Once the annual meeting adjourns, the second meeting will begin.

Fraud training is still encouraged for members to complete and turn in certificates.

After the recent LPL incident, there was an article done by Carissa Woytach at the Chronicle Telegram, *'You just have to react in the moment:' Lorain, Elyria libraries discuss safety, community after Nov. 18 stabbing*. Both our Director and Scott Serazin were interviewed.

Patricia Schrull motioned to approve the President's Report. Scott Serazin seconded the motion. The Board approved the President's Report. **(Resolution 113.24)**

Committee Reports:

Elyria Friends: The Friends were approached by the Amherst friends seeking a donation of books for their event. The Friends donated 50 children’s books for their charitable event.

Jane Lovell is currently in the Nursing Home and has offered to donate all of her childhood books to The Friends. So far, Maggie Leglise has sorted through one closet full of over 1400 books and there are tons more cases of books to go through.

Keystone Friends: This year, the Booksale was better advertised, and they cleared about \$5700—which was better than last year! Christmas in the Village was a nice event but there needs to be better publicity next time. There was Santa Claus, a band, and a table setup to give away kids’ books. The Friends were also contacted to donate tons of children’s books to a Christian school in West Virginia. The tree lighting at the EPL Keystone event was great, there was pottery painting, K & J bakery with cookies and marshmallows for hot cocoa and Santa read a story. They streamed on Facebook live during the event. The Friends are still looking for a secretary.

Foundation: The Foundation sent out all their annual donation letters. All the local funeral homes have been reached out to provide information on memorials in the library. Appreciation shout out to the Friends of the boards for all their hard work! The Foundation will meet again in January.

AdHOC/Nominating committee: Debbie Kroupa and Ray Armstrong (*absent*) served on this committee. They reached out for nominations and/or people interested in serving in leadership positions. The nominations, so far, below:

President: Debbie Kroupa, Vice President: Ray Armstrong and Secretary: Jessica Schneider

There will still be room for open floor nominations at the January meeting. Recruitment needed in 2025 with Rhonda’s term ending and Chad’s position being open.

Maggie Leglise motioned to approve the Committee Reports. Koneake Lawrence seconded the motion. The Board approved the Committee Reports. **(Resolution 114.24)**

New Business

West River Parking Lot Project: A meeting was held on the day before Thanksgiving where contractors submitted their bids and read line item by line item of what their company was offering. EPL accepted the lowest submitted bid at \$151,000 from Mc. B Paving, LLC) to design engineer this project. Bricker and Graydon are going to double check all of the paper work. If approved, Bricker will create a contract so that hopefully the project can start Summer 2025.

Motion: To award contract for the West River parking lot paving project.

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	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			

Rhonda Smith motioned to approve Resolution 115.24. Patricia Shrull seconded the motion. The Board approved Resolution 115.24.

Executive Session:

Motion: To enter Executive Session, by roll call vote, at 6:52 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	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			

Rhonda Smith motioned to approve Resolution 116.24. Jessica Schneider seconded the motion. The Board approved Resolution 116.24.

Motion: To reconvene from Executive Session, by roll call vote, at 7:42 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	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			

Rhonda Smith motioned to approve Resolution 117.24. Jessica Schneider seconded the motion. The Board approved Resolution 117.24.

After the Executive Session, two motions were raised,

Motion: To add an addendum to Debby Perkins' contract for insurance as discussed in the Executive Session.

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	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		

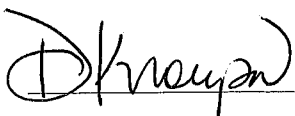
Maggie Leglise motioned to approve Resolution 118.24. Jessica Schneider seconded the motion. The Board approved Resolution 118.24.

Motion: To approve the Board's performance review of the Fiscal Officer and provide a salary increase as discussed in the Executive Session.

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	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			

Rhonda Smith motioned to approve Resolution 119.24. Patricia Schrull seconded the motion. The Board approved Resolution 119.24.

Adjournment: Patricia Schrull motioned to adjourn the meeting. Koneake Lawrence seconded the motion. The Board voted to adjourn the meeting at 7:46pm. (**Resolution 120.24**)



President



Secretary