

2024 EPL Board of Trustees

Meeting Minutes

Monday, July 8, 2024

6:00pm, Central Branch

Attendees:

Trustees Present

Chad Vickers	Rhonda Smith	Patricia Schrull
Sam Battle	Scott Serazin	Jessica Schneider

Trustees Absent

Debbie Kroupa	Koneake Lawrence	Maggie Leglise
Ray Armstrong		

Staff:

Jennifer Starkey	Debby Perkins	Macy Southard
Frank Szuch	Julie Tagliarina	

Visitors:

Wendi Zwaduk

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

Consent Agenda Items:

Rhonda Smith moved to approve the Consent Agenda Items (listed below). Patricia Shrull seconded the motion. The Board unanimously approved the Consent Agenda Items. **(Resolution 61.24)**

- Approval of the June 10, 2024, meeting minutes
- Personnel Actions:
 - New Hires:
Macy Southard – Administrative Assistant
 - Resignations:
Jordan O'Rylee - Assistant Librarian, Central Adult Services
 - Terminations:
Danielle Brown – Librarian, Central Youth Services
- Memorial Donations:

Elyria Rotary	\$72.00	April books
Elyria Rotary	\$72.00	June books
Vandemark Jewelers	\$25.00	In memory of Daniel J. Hoover
Gary & Mary Siwierka	\$40.00	In memory of Brian Todd

Fiscal Officer’s Report:

Resolutions:

- Approve 2025 Annual Tax budget of estimated revenues and expenses. Deadline for submitting to the Lorain County Budget Commission is July 19, 2024. **(Resolution 62.24)**

Sam Battle moved to approve Resolution 62.24. Jessica Schneider seconded the motion. The Board unanimously approved Resolution 62.24.

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			

- Authorize Debby Perkins, Fiscal Officer, to represent the Elyria Public Library as beneficiary in the estate of Betty Baracskaï. **(Resolution 63.24)**

Patricia Schrull moved to approve Resolution 63.24. Rhonda Smith seconded the motion. The Board unanimously approved Resolution 63.24.

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			

- The Ohio Department of Taxation published the final estimate for Public Library Funding distributions for 2024. While the final estimates for 2024 are \$11.5m less than originally projected (\$30m less than 2023 distributions) the net effect on EPL will be around \$55,000 for 2024.
- The interest payment of \$277,438 for the bond was paid in June.
- Year to date spending is running below budget in the following areas:
 - Salaries – there has been an average of 4 Full Time positions open each month through June.
 - Materials – current spending is below budget as well as in the prior year. This is due to a decline in new release books for 2024.
- The audit for 2022-2023 fiscal years has begun. Canter and Associates estimate completion by August 31, 2024. Next meeting, there will be an update.

Scott Serazin motioned to approve the Fiscal Officer's Report. Patricia Schrull seconded the motion. The Board unanimously approved the Fiscal Officer's Report. (**Resolution 64.24**)

Director's Report:

Facilities updates:

- **WR Parking lot** project update: Engineering Firm (Karpinski) has completed surveying and sampling of the lot, and we are waiting for the report (*report with numbers in two weeks*). After that is received, we will open the bid process, hopefully in early August.
- **Taylor St. building:** garage area lighting is complete; energy efficient lighting will reduce electric bills; this is also a safety improvement for staff and Friends members who access the garage area. We have heard tons of positive feedback from staff.
- **Keystone:** New upholstered seating ordered for the fireplace area. Requested and fulfilled by the Friends of the Keystone Library.
- **South:** Hours to change in August due to low traffic (4 patrons on average within the first hour of opening). The new hours will be 10-6, instead of 9-6; the staffing model will be adjusted to better sustain EWOC services which operate from South.

Operations updates

- Dear Reader service launched July 1, offers patron custom recommendations, monthly new books list by email; librarians using this tool to create topical and special reading lists to coincide with programs, seasons, popular culture interests, holidays and celebrations, etc.

This can be found on EPL's website under the "Books, eMedia & More" tab. It has also been posted on social media. We expect it to ramp up this month.

- Monthly statistics format has been updated, Macy reorganized the stats sheet to be simplified and more readable.

We are using this format until our new statistics tracking tool starts up in January.

- OTSCIF funding proposals were approved and passed by the Ohio General Assembly, now awaiting the Governor's signature. EPL will receive \$300,000 for HVAC system needs at West River.

- A family is looking to fund a new project for the library, the project must be new to the library and for public use. Some of the project ideas in mind are to update the underutilized patio at West River for programming and extra outdoor space. As well as a potential redesign of the Storytime room at West River to make it more special and exciting for kids. Staff will bring more ideas to help develop the work plan which will be submitted soon. The work plan is to be completed by this year (before December 31st).

Upcoming events:

- Lorain County Library Trustees event at LCCC Spitzer Center confirmed for early evening on 10/3. Save the date, we'll be discussing AI!
- Debby Kresja Retirement open house at Keystone library on Wed 7/31 10-4. Public is invited and welcome to wish her well!

Guest presentation:

Julie Tagliarina: Manager of West River Circulation dept. Updates on patron services, WR circulation team, passports, and summer activities.

Julie made a brief verbal report to the board on the topics of customer service and patron interactions, summer reading success, feedback on collections offered, passport certifications for employees and stats, and team collaboration.

Rhonda Smith motioned to approve the Director's Report. Sam Battle seconded the motion. The Board unanimously approved the Director's Report. **(Resolution 65.24)**

President's Report: there was nothing to report.

Rhonda Smith motioned to approve the President's Report. Patricia Schrull seconded the motion. The Board unanimously approved the President's Report. **(Resolution 66.24)**

Committee Reports:

- Friends of EPL: The friends offered a special thank you for the light installation at Taylor. The friends are continuing to collect books and recently there were 5 volunteers covering over 6 or 7 carloads of books. There is no July meeting. In the August meeting, the plans for the book sale will be finalized. The friends are becoming stricter on what is kept because there are always tons of books coming in and being sold. They are also looking for more volunteers.
- Friends of EPL Keystone: The friends are excited about the new couches at the Keystone branch, and have put money toward landscaping, it looks great. At some point there were 18 cars of people donating books in over 3 hours. The Keystone friends will be tightening down on what books are kept from donations.

There is a new display case in the works that will look like a book. With the display, the public can take a book or leave a book as well as donate items.

Keystones' township and village are coming up on their 200th /150th anniversary and there will be a big celebration to come for the library to be a part of.

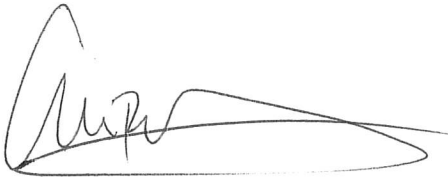
- EPL Foundation: no updates, next meeting July 17th.
- Finance and Audit Committee: n/a
- Ad Hoc Committee: n/a

Jessica Schneider motioned to approve the Committee Reports. Patricia Schrull seconded the motion. The Board unanimously approved the Committee Reports. (**Resolution 67.24**)

Old Business: there was no discussion.

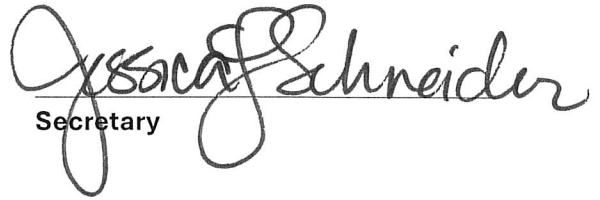
New Business: there was no discussion.

Adjournment: Patricia Schrull motioned to adjourn the meeting. Sam Battle seconded the motion. The Board unanimously voted to adjourn the meeting at 6:51pm. (**Resolution 68.24**)



President

Vice-President



Secretary