

2024 EPL Board of Trustees

Meeting Minutes

Monday, June 10, 2024

6:00pm, Central Branch

Attendees:

Trustees Present

Debbie Kroupa
Patricia Schrull

Chad Vickers
Koneake Lawrence

Rhonda Smith
Maggie Leglise

Trustees Absent

Sam Battle
Jessica Schneider

Scott Serazin
Ray Armstrong

Staff:

Jennifer Starkey
Frank Szuch

Debby Perkins
Kathy Runser

Jason Weimer

Visitors:

No visitors present

The Board met at the Central Branch Library. Debbie Kroupa called the meeting to order at 6:04pm. Debbie welcomed all Attendees. There were no public comments.

Consent Agenda Items:

Patricia Schrull moved to approve the Consent Agenda Items (listed below). Chad Vickers seconded the motion. The Board unanimously approved the Consent Agenda Items. **(Resolution 55.24)**

- Approval of the May 13, 2024, meeting minutes
- Personnel Actions- no personnel actions in the month of May.
- Memorial Donations:

Marty & Michelle Mariotti	\$75.00	In memory of Mary Jane Fitch
The Yost Family	\$10,000	Unrestricted donation

Fiscal Officer's Report:

- PLF Funding statewide is below projections issued from the State in July 2023 by 4.8%. The impact on EPL for 2024 is estimated to be a loss of income of \$140,000. Investment earnings are trending higher than budgeted and will offset the decline in PLF Funding for 2024.
- NOACA hosted a meeting for all participants in the Electric Vehicle Charging station program. The presentation outlined the related fees charged and estimated maintenance costs. The charging station at West River is not installed at this point as EPL is waiting for Ohio Edison to complete the installation.
- Health Insurance rates increase July 1st. Medical insurance increase is 6.48%; Dental insurance 3.95% and Vision insurance remains flat.

- The audit for 2022-2023 should begin late summer and be completed by the end of October.
- Ohio Library Council hosted a webinar providing legal updates on:
 - The Fair Labor Standards Act changes slated for July 1st and January 1st.
 - EEOC guidance on protection of transgender and nonbinary employees in the workplace.
 - Pregnant Workers Fairness Act
 - Rights of employers to maintain a drug free workplace with the legalization of marijuana in Ohio.

Maggie Leglise motioned to approve the Fiscal Officer's Report. Koneake Lawrence seconded the motion. The Board unanimously approved the Fiscal Officer's Report. **(Resolution 56.24)**

Director's Report:

- Facilities Updates: EPL is working with an engineering firm to obtain an estimate for the West River parking lot repaving project. Once that is completed, the bid packet can be posted.
- Operation Updates:
 - Macy Southard started June 10th as the new Administrative Assistant.
 - Coaching Plan: further discussion and clarification of managers using the Coaching Plan as a tool to guide and develop employees.
 - Connect Commons space: EPL received a grant from State Library of Ohio for the Summer Reading Program. This grant was used to convert the Maker Space room at Central into an interactive wall with Lego blocks.
 - Summer Reading Program: there are 650 patrons signed up to participate in the SRP. The kickoff event at West River was well attended.
 - The Employee Handbook is in the final stages of review. It should be available for Board review by the August meeting.
 - The EPL South branch is partnering with Elyria City Schools to distribute lunches during the summer to residents.
 - Customer Service: "Be Understanding" is an addition to the Patron First Promise that guides staff on when to make exceptions for patrons.
- Legislative Updates:
 - EPL has been notified that the funding request of \$300,000 for the West River HVAC project was included in the Senate Bill 288 which will appropriate funding for the One Time Strategic Community Investment Fund (OTSCIF). The bill will be voted on June 12th.
 - First Amendment Audits are being conducted throughout the state. Libraries are considered a limited public forum and can prohibit unwanted filming of patrons through their patron conduct policies.
- Events: LCLAC is hosting a library trustees event in October at the Spitzer Conference Center.

Rhonda Smith motioned to approve the Director's Report. Patricia Schrull seconded the motion. The Board unanimously approved the Director's Report. **(Resolution 57.24)**

President's Report:

Trustees were encouraged to log into their EPL email account regularly to avoid issues with the password reset. Additionally, information may be sent to the Board throughout the month that may require their attention.

Rhonda Smith motioned to approve the President's Report. Patricia Schrull seconded the motion. The Board unanimously approved the President's Report (**Resolution 58.24**).

Committee Reports:


- Friends of EPL: hosted a mini children's book sale during the Summer Reading Program Kick Off event at West River. Will be meeting with the Community Foundation of Lorain County to discuss 2024 Connect to a Cause.
- Friends of EPL Keystone: n/a
- EPL Foundation: no updates; next meeting July 17th.
- Finance and Audit Committee: n/a
- Ad Hoc Committee: n/a

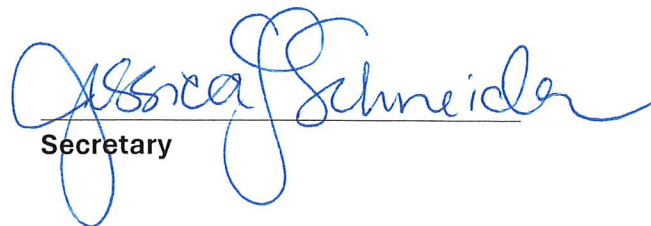
Chad Vickers motioned to approve the Committee Reports. Rhonda Smith seconded the motion. The Board unanimously approved the Committee Reports (**Resolution 59.24**).

Old Business: there was no discussion.

New Business: there was no discussion.

Adjournment: Patricia Schrull motioned to adjourn the meeting. Maggie Leglise seconded the motion. The Board unanimously voted to adjourn the meeting at 7:25pm. (**Resolution #60.24**).


Vice President


Secretary