

2024 EPL Board of Trustees

Meeting Minutes

Monday, May 13, 2024

6:00pm, Keystone Branch

Attendees:

Trustees Present

Chad Vickers	Jessica Schneider	Rhonda Smith
Patricia Schrull	Koneake Lawrence	Maggie Leglise
Ray Armstrong		

Trustees Absent

Debbie Kroupa	Sam Battle	Scott Serazin
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Staff:

Jennifer Starkey	Debby Perkins	Jason Weimer
Frank Szuch	Jennifer Beno	Jon Richmond

Visitors:

Wendi Zwaduk

The Board met at the Keystone Branch Library. Chad Vickers called the meeting to order at 6:00pm. Chad welcomed all Attendees. There were no public comments.

Consent Agenda Items:

Rhonda Smith moved to approve the Consent Agenda Items (listed below). Jessica Schneider seconded the motion. The Board unanimously approved the Consent Agenda Items. **(Resolution 46.24)**

- Approval of the April 15, 2024, meeting minutes
- Personnel Actions- approve the following:
 - New Hire – Maggie Noble, Librarian, Central Youth Services
 - Resignation – Rondra Davis, Executive Administrative Assistant
- Memorial Donations:

Community Foundation	\$264.74	East Elyria Kiwanis
Community Foundation	\$353.00	Elizabeth Taylor Memorial Fund
Community Foundation	\$681.00	Andrew & Phyllis Allan Fund
Elyria Rotary	\$72.00	February books
Elyria Rotary	\$72.00	March books
Kiwanis	\$84.00	Speaker books
Vandemark Jewelers	\$25.00	In memory of Janet Long
Christina Mollenkamp	\$25.00	In memory of Andy Majkut
Cheryl Greenlee	\$50.00	In memory of William Wiehe

Trustee Ray Armstrong arrived at the meeting at 6:03pm.

Fiscal Officer's Report:

- Public Library Funding is below expectations statewide by 6% or \$12m. Through April, EPL has received \$37,000 less than budgeted. Assuming this trend continues, this will reduce our estimated income by \$136,000 in 2024.
- Investment earnings are trending higher than budgeted. This will help offset the decline in the PLF Funding for 2024.
- Operating Expenses are currently trending at or below budget through April 2024.
- Fair Labor Standards Act minimum salary for exempt employees will change in July 2024 and January 2025. OLC is hosting a webinar with Employment Attorneys to discuss the impact on libraries.

Patricia Schrull motioned to approve the Fiscal Officer's Report. Maggie Leglise seconded the motion. The Board unanimously approved the Fiscal Officer's Report. (***Resolution 47.24***)

Director's Report:

- Facilities Updates:
 - The backflow valve failed during testing at Taylor and will need to be replaced. Central's repair is completed.
 - New LED lights are on order and will be installed at Taylor garage.
 - EPL staff have been working with the Prosecutor's Office to complete a bid package for the repaving of West River parking lot. An engineer's estimate of the cost is needed before the project can be posted for bidding.
- Operation Updates:
 - The Community Survey is now complete with over 300 responses. A task force will work to analyze responses and develop a summary report with potential action items.
 - The Summer Reading Program will launch May 28th at West River. The theme this year is "Adventure begins at your library."
 - CLEVENET will be transitioning to a new public catalog interface. The role out is slated for October 2024. EPL staff will be trained later this year.
 - Jen Starkey, Debby Perkins, Kathy Runser, Ginette Laraway and Scott Serazin attended Legislative Day in Columbus sponsored by OLC. Staff heard presentations on tax reform legislation under consideration as well as the new initiative on how reading is taught in schools known as The Science of Reading.
 - Guest Presentation – Jennifer Beno, Youth Services Manager, West River Branch
 - In addition to the manager, West River Youth Services has 2 full-time librarians and one part-time assistant librarian.

- A wide variety of programs are offered and well attended. Recent programs include Halloween program with the Cleveland Ghostbusters, Escape Rooms for families and teens, Dungeons & Dragons, and Home School STEM.
- This Spring West River will host 12 Kindergarten classrooms on Library tours.

Chad Vickers motioned to approve the Director's Report. Ray Armstrong seconded the motion. The Board unanimously approved the Director's Report. **(Resolution 48.24)**

President's Report:

- Chad Vickers spoke on behalf of Debbie Kroupa who was unable to attend the meeting. Debbie is continuing to organize a calendar for the Board that outlines important dates throughout the year.

Jessica Schneider motioned to approve the President's Report. Koneake Lawrence seconded the motion. The Board unanimously approved the President's Report **(Resolution 49.24)**.

Committee Reports:

- Friends of EPL: may host a mini book sale during the Summer Reading Program with the focus on children's books.
- Friends of EPL Keystone: planning on continuing the Back-To-School backpack giveaway this July. May coincide their donation day with the LaGrange garage sale day.
- EPL Foundation: generously donated funds to purchase an interactive gaming table that will be utilized at the South Branch.
- Finance and Audit Committee: at the meeting on May 6th discussed the following items:
 - EPL health insurance in comparison to the Cost of Health Insurance report published by SERB for 2023.
 - The impact of the changes to FLSA on the EPL
 - Reviewed and approved 1st quarter credit card statements and transactions.
- Ad Hoc Committee: n/a

Ray Armstrong motioned to approve the Committee Reports. Patricia Schrull seconded the motion. The Board unanimously approved the Committee Reports **(Resolution 50.24)**.

Old Business: there was no discussion.

Trustee Rhonda Smith left the meeting at 6:53pm.

New Business:

- Motion to rescind the Performance Improvement Plan policy. Maggie Leglise motioned to rescind the Performance Improvement Plan policy. Koneake Lawrence seconded the motion. The Board unanimously agreed to rescind the by Roll Call Vote: **(Resolution #51.24)**

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

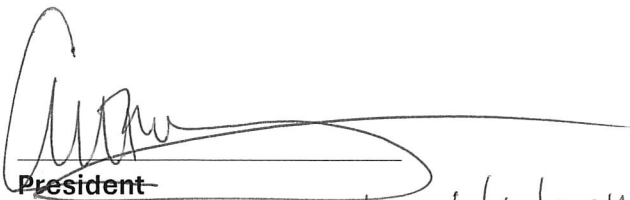
- Motion to approve the rewritten Internet Acceptable Use Policy. Ray Armstrong motioned to approve the rewritten Internet Acceptable Use policy. Patricia Schrull seconded the motion. The Board unanimously agreed to rescind the by Roll Call Vote: **(Resolution #52.24)**

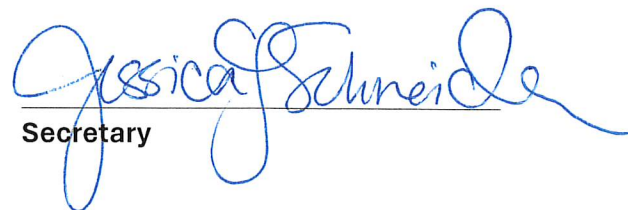
Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa				X
Chad Vickers	X			
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin				X
Sam Battle				X
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith				X

- Motion to approve rewritten Room Reservation Policy. Jessica Schneider motioned to approve the rewritten Room Reservation Policy. Ray Armstrong seconded the motion. The Board unanimously agreed to rescind the by Roll Call Vote: **(Resolution #53.24)**

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

Adjournment: Ray Armstrong motioned to adjourn the meeting. Patricia Schrull seconded the motion. The Board unanimously voted to adjourn the meeting at 7:23pm. **(Resolution #54.24).**


~~President~~
 Vice President 6/10/2024


 Secretary