

2024 EPL Board of Trustees

Meeting Minutes

Monday, October 14, 2024

6:00pm, Central Branch

Attendees:

Trustees Present

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

Trustees Absent

Sam Battle	Chad Vickers
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Staff:

Debby Perkins	Kathy Runser	Macy Southard	Jennifer Starkey	Frank Szuch
Jason Weimer				

Visitors:

Shanton Bland	Aric Bowens	John Gall	Kathleen Pero	Wendi Zwaduk
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The Board met at the Central Branch Library. Debbie Kroupa called the meeting to order at 6:02 pm. Debbie welcomed all Attendees.

The President called for a motion to change the agenda.

Motion: To change the agenda. Insert agenda item after “Public Hearing of Visitors” called, “Trustee Appointment and Resignation.”

Debbie Kroupa moved to approve Resolution 94.24. Patricia Schrull seconded the motion. The Board approved Resolution 94.24.

Public Hearing of Visitors:

Shanton Bland, Aric Bowens, John Gall, and Kathleen Pero all came to speak on behalf of the Elyria Youth Sports Club and Elyria Youth Chess Club. The chess club provides critical and strategic thinking, decision making, and a foundation overall to prepare the youth for adulthood. They gave a special thank you to Matt at the South branch, for his accommodation and the use of the rooms. They are currently in their third season and at a tournament last season, they brought home 1st and 3rd place trophies.

The Elyria Youth Sports Club presented the Library a plaque as a token of appreciation.

Agenda Change Items

Trustee, Chad Vickers, has resigned from his position due to personal reasons.

Motion: To accept Chad Vicker’s resignation, effective October 13, 2024.

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			

Ray Armstrong moved to approve Resolution 95.24. Patricia Schrull seconded the motion. The Board approved Resolution 95.24.

Scott Serazin joined the meeting at 6:16 p.m.

Due to an inadvertent oversight, it had come to the President’s attention that Trustee Sam Battle’s term expired in July of 2024. He was appointed to his third consecutive term at the July 13, 2020, meeting, thus his term expiring this past July 13, 2024 (this year’s board meeting fell on July 8, 2024). In the August 2024 meeting, Sam Battle was absent and for the September 2024 meeting, Sam Battle abstained from all votes; no votes were affected. Sam is interested and looks forward to the opportunity to serve again. Debbie Kroupa raised a motion to reappoint Sam Battle.

Motion: To reappoint Sam Battle for a fourth consecutive term effective October 14, 2024, and set to expire on October 14, 2028.

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			

Debbie Kroupa moved to approve Resolution 96.24. Rhonda Smith seconded the motion. The Board approved Resolution 96.24.

Motion to transfer the net amount due for the November 15th payment from the General Fund. This amount will not exceed \$470,000.

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			

Rhonda Smith moved to approve Resolution 99.24. Koneake Lawrence seconded the motion. The Board approved Resolution 99.24.

2024 Projected Financial Statements: Estimate ending the year with an excess of cash receipts, over disbursements of \$228,000 due to higher investment earnings, OTSCIF funding from the state and contributions from the estate of Betty Baracscai. This includes transferring necessary funds throughout 2024 to the Building & Capital Improvements fund for the parking lot and HVAC projects slated for 2025. Except for the \$300,000 EPL received from the state, these projects are funded through normal operating revenues.

Jessica Schneider motioned to approve the Fiscal Officer’s Report. Ray Armstrong seconded the motion. The Board approved the Fiscal Officer’s Report. (**Resolution 100.24**)

Director’s Report:

1. Facilities updates

Repairs have been made to the back entrance at South. We have been experiencing ongoing problems with water getting inside and discovered that that concrete threshold was crumbling. The failing concrete was scraped out and replaced w marine grade epoxy.

2. Operations updates

Parking lot project

Final details being prepared for bid opening.

New catalog interface

New library catalog *Aspen* platform will go live on Oct 28. The software on the back end is not changing, only the public catalog look. We anticipate a more positive user experience, better searching and filtering functionality. New system also has options to integrate reading lists, programs and events, and more. Staff training to help patrons.

New performance appraisal process

The first year with the new appraisal process for Managers, is being finalized and delivered.

3. Upcoming events

Staff Day

Friday October 18 at LCCC, 8:30-4

Rhonda Smith motioned to approve the Director's Report. Ray Armstrong seconded the motion. The Board approved the Director's Report. **(Resolution 101.24)**

President's Report: Fraud training live, Board members to complete & turn in certificates.

Debby Perkin's performance appraisal is coming up. November 1, the board members will receive the form and must get their appraisals back to the President by November 25. Debby will need to have her self-appraisal done and provided to the Board by November 15. The appraisal session will take place at the December meeting.

At the January annual Board meeting, nominations for the Trustee openings will take place, floor nominations will be accepted as well. Ray Armstrong and Debbie Kroupa will work together as the 2025 nominating committee. They will present at the December meeting.

Jessica Schneider motioned to approve the President's Report. Patricia Schrull seconded the motion. The Board approved the President's Report. **(Resolution 102.24)**

Ray Armstrong left the meeting and returned at 6:54 p.m.

Committee Reports:

- Friends of EPL: GREAT book sale turnout! Thousands of books were sold, and thousands of donations leftover. Now, the Friends are looking for people or schools to give away free books.

In the past, the book sale used to be different, this time around the Friends were more pragmatic and were thankful for the Library partnership. They were able to have wider aisles, fewer categories, and overall, more books sold. The Friends are also looking for interested parties to become a member.

- Friends of EPL Keystone: The Friends are getting everything ready for their book sale on November 14-17th and are looking to get promotion from the Rural Urban. Each year, the LaGrange Hardware store donates tables for the book sale, it's over \$2800 worth of donation. So, the Keystone Friends will be gifting them a lifetime membership. They are still in search of Secretary.

Ray Armstrong motioned to approve the Committee Reports. Patricia Schrull seconded the motion. The Board approved the Committee Reports. **(Resolution 103.24)**

Old Business:

Employee Handbook: Special shoutout to our HR and Marketing managers for taking the lead on this project. This employee handbook consists of policies and procedures and the history of EPL so staff can learn who we are and our values. Since the last time this was brought before the board, other additions have been made; this includes new language for the Code of Conduct, a conclusion piece, and fixes of any minor typos/duplications.

Motion: To approve the revised Employee Handbook.

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			

Koneake Lawrence motioned to approve Resolution 104.24. Ray Armstrong seconded the motion. The Board approved Resolution 104.24.

Executive Session:

Motion: To enter Executive Session, by roll call vote, at 7:16 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			
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			

Patricia Shrull motioned to approve Resolution 105.24. Rhonda Smith seconded the motion. The Board approved Resolution 105.24.

Ray Armstrong left the meeting at 7:16 p.m.

Motion: To reconvene from Executive Session, by roll call vote, at 7:45 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			
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			

Scott Serazin motioned to approve Resolution 106.24. Rhonda Smith seconded the motion. The Board approved Resolution 106.24.

After the Executive Session, a motion was raised:

Motion: To approve the Board’s performance review of the Director with a salary increase and contract adjustments as discussed.

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			

Jessica Schneider motioned to approve Resolution 107.24. Rhonda Smith seconded the motion. The Board approved Resolution 107.24.

Adjournment: Maggie Leglise motioned to adjourn the meeting. Patricia Schrull seconded the motion. The Board voted to adjourn the meeting at 7:47pm. (**Resolution 108.24**)

President

Secretary

