

2024 EPL Board of Trustees
Meeting Minutes
Monday, September 9, 2024
6:00pm, Central Branch

Attendees:

Trustees Present

Sam Battle	Debbie Kroupa	Maggie Leglise	Scott Serazin	Rhonda Smith
Jessica Schneider	Chad Vickers			

Trustees Absent

Ray Armstrong	Koneake Lawrence	Patricia Schrull
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Staff:

Debby Perkins	Kathy Runser	Macy Southard	Jennifer Starkey	Frank Szuch
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Visitors:

Wendi Zwaduk

The Board met at the Central Branch Library. Debbie Kroupa called the meeting to order at 6:02 pm. Debbie welcomed all Attendees.

Trustee member, Sam Battle's term has expired. In this meeting, Sam Battle will abstain from voting until the renewal of his term.

Consent Agenda Items:

Jessica Schneider moved to approve the Consent Agenda Items (listed below). Chad Vickers seconded the motion. The Board approved the Consent Agenda Items. (***Resolution 81.24***)

a. Approval of August 2024 monthly meeting minutes

b. Personnel Actions:

Internal Status Changes:

Julie Moen, Assistant Librarian - EWOC

New Hires:

Anna Browning, Assistant Librarian - Central

Megan Gallipeau, Librarian - Keystone

Sarah Koch, Youth Librarian- Central

Hannah Pallotta, Adult Librarian- Central

Resignations:

Holly Yager, Assistant Librarian - Keystone

Shari Bowers, Librarian - Keystone

Mya Taylor, Assistant Librarian - Outreach

Abigail Laurenti- Library Tech II West River

c. Memorials & Contributions:

Vandemark Jewelers	\$25.00	In Memory of Dean Zarbaugh
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Estate of Betty Baracscai	\$73,685.70	Unrestricted donation
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Fiscal Officer's Report:

- **Levy Income:** EPL received the 2nd Half tax payments. Total receipts for 2024 are \$70,000 higher than estimated. 2025 Levy income is currently projected to be about \$3.3m.
- **State of Ohio Funding: EPL** received the \$300,000 awarded through the One Time Strategic Community Investment Funds (OTSCIF) in August. These funds are restricted to the HVAC replacement project at West River. Project needs to be complete by June 2026.

Motion: To transfer the \$300,000 received from the State of Ohio from the General Fund to the Building Fund for the upcoming HVAC project. **(Resolution 82.24)**

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			

Rhonda Smith moved to approve Resolution 82.24. Jessica Schneider seconded the motion. The Board approved Resolution 82.24.

- **2022 - 2023 Audit:** the revised completion date of the audit is October 1, 2024 due to the Auditor asking for an extension.
- **August Financial Statements:**
Salaries & Benefits are higher in August due to 3 pay-dates in the month of August.

Transfers In/Out:

\$300,000 transferred from the General Fund to the Building Fund as approved during the August Board Meeting.

\$169,422 transferred from the General Fund to the Baracskai Trust fund established and approved during the August Board Meeting.

Chad Vickers motioned to approve the Fiscal Officer's Report. Maggie Leglise seconded the motion. The Board approved the Fiscal Officer's Report. **(Resolution 83.24)**

Director's Report:

1. Facilities updates

West River Miller Room: A few members of our Maintenance & IT teams refreshed the West River Miller room at a low cost. They installed a new AV setup, added new (lighter weight) chairs, and freshly painted the walls.

2. Operations updates

Climate Study Report: This is the second time we have done a Climate survey; a few things were different compared to 2022 like the scale that was used. Also, in 2022, the Director analyzed the report and came up with action items but this year, there was task force in which the staff volunteered to do the same. The task force met four times and was able to develop action items. The action items will cover training & professional development, communication, work atmosphere, transparency and professionalism. Open discussion presentations to staff have begun this month, each branch will have a meeting to discuss the report and findings.

Help Me Grow Kiosk: The kiosk was installed at our West River branch last week. The "Help Me Grow" kiosk is to allow for expecting and new families to gain essential resources and support services. We are the only location in Lorain County thus far. We will be able to collect data eventually as well as move it to different locations. Staff will be trained.

Digital Equity Collaborative Grant Opportunity: Collaboration across multiple organizations seeking to apply for grant funding for coordinated project. This countywide grant will focus on digital literacy. A plan was developed quickly, we are looking forward to any future partnerships.

3. Upcoming events:

LCLAC Trustees Event: Final RSVPs needed. Lorain County Library Trustees event confirmed for October 3, 2024, 6pm – 8pm at the LCCC Spitzer Center, Room 117.

Staff Day will take place on October 18, 2024, from 8:30 am – 4 pm at the LCCC Spitzer Conference Center, Room 117. Trustees welcome especially for our annual service awards over lunch.

Scott Serazin motioned to approve the Director's Report. Chad Vickers seconded the motion. The Board approved the Director's Report. **(Resolution 84.24)**

President's Report: The President discussed the Fiscal Officer and Director contracts. The Director's contract will be up in December, the Director must fill out the self-appraisal form and send for feedback from the board. This will be up for review at the October meeting. The Fiscal Officer's evaluation must be done before December 31st.

At the October meeting, the President will appoint a nominating committee for the 2025 Officer positions.

Jessica Schneider motioned to approve the President's Report. Rhonda Smith seconded the motion. The Board approved the President's Report. **(Resolution 85.24)**

Committee Reports:

- Friends of EPL: The Friends started the planning for the book sale which will be held on October 11, 12, and 13th at the Taylor Bookmobile garage. The last public donation day was last Friday, so the friends have been sorting through the books to prep for the sale. The Friends of EPL will also be participating in the Connect to a Cause event on 9/19.
- Friends of EPL Keystone: The Friends’s book sale is November 14-17th. They have been sorting through books for their sale. It has been proposed to add to their bylaws that if you are interested in being an officer, you must be an active member for at least two years. The President put out two binders in the community that has all their tax info, bylaws and more. There have also been questions about membership costs, so the President did research with surrounding the communities. Lastly, a new secretary will be appointed as the current secretary’s term is up soon.
- EPL Foundation: The foundation will also be participating in Connect to a Cause. Nothing else to report.

Rhonda Smith motioned to approve the Committee Reports. Scott Serazin seconded the motion. The Board approved the Committee Reports. **(Resolution 86.24)**

Old Business:

Employee Handbook: Waiting for the complete and final Employee Handbook. Motion item moved to the October meeting.

West River Parking Lot Project

Motion: To approve the bidding package for West River parking lot paving project, legal notice of bids for the work, and opening of bids following time fixed in the legal notice.

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 motioned to approve Resolution 87.24. Maggie Leglise seconded the motion. The Board approved Resolution 87.24.

Discuss changes to Medical Benefits

Motion: To approve CBA Modifications as outlined in MOU proposed to OPEIU Local 792.

The library is offering to provide an 80/20 split for the medical plan. The union has met to discuss the proposal, and the union leadership signed and approved it. Feedback from employees has been appreciated as they are very grateful. In the 2025 renegotiations, this will not be brought up again.

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		

Maggie Leglise motioned to approve Resolution 88.24. Chad Vickers seconded the motion. The Board approved Resolution 88.24.

New Business:

West River Story Time Room Renovation

Motion: To authorize Director to enter EPL into a contract with Library Design.

A local family donated funding for a project with few specifics; the Director is requesting to be approved to enter a contract with Library Design, a company we have used before.

Rhonda Smith motioned to approve Resolution 89.24. Jessica Schneider seconded the motion. The Board approved Resolution 89.24.

Executive Session:

Motion: To enter Executive Session, by roll call vote, at 7:12 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			

Chad Vickers motioned to approve Resolution 90.24. Rhonda Smith seconded the motion. The Board approved Resolution 90.24.

Sam Battle left the meeting at 7:12 p.m.

Motion: To reconvene from Executive Session, by roll call vote, at 7:27 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 91.24. Rhonda Smith seconded the motion. The Board approved Resolution 91.24.

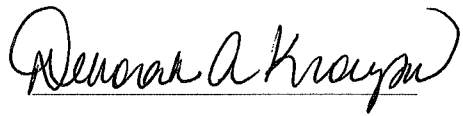
After the Executive Session, a motion was raised:

Motion: To approve the manager and non-union staff's pay increase of 3%, effective October 1, 2024, as discussed in the Executive Session.

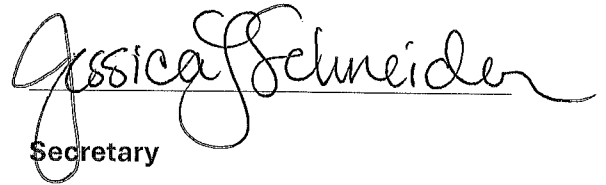
Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Chad Vickers	X			
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle				X
Ray Armstrong				X
Koneake Lawrence				X
Patricia Schrull				X
Rhonda Smith	X			

Scott Serazin motioned to approve Resolution 92.24. Maggie Leglise seconded the motion. The Board approved Resolution 92.24.

Adjournment: Chad Vickers motioned to adjourn the meeting. Jessica Schneider seconded the motion. The Board voted to adjourn the meeting at 7:31pm. (**Resolution 93.24**)



President



Secretary

