

*Approved 03/17/2022*  
FRIENDS OF EPLS KEYSTONE  
Meeting Minutes  
Thursday, February 21, 2022, 6:00 p.m.  
EPLS Keystone Branch

Members Present

Patti Baker; Kathy Burrer; Linda Chapin; Marcia DeJonge; Vickie Evans; Eileen French; Sylvia Hack; Barbara Harper; Mary Karleskint; Cindy Klinect; Sue Lewis; Sandra McElwain; Marilyn Offenberg; Paula Pietch; Marianne Sommerfelt; Jennifer Starkey (Director, EPLS); Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, 2022 President, called the meeting to order at 6:04 p.m.

Approval of Minutes from January 20, 2022 Meeting – Mary Karleskint, Secretary

Kathy Burrer motioned to approve the January 20, 2022 minutes. Sue Lewis seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President's Report – Wendi Zwaduk

2022 Charter License – The statutory agent was updated for our charter. We paid the fee and are all set with the license. It is good for 5 years.

Mission and Goals for 2022 – Wendi shared the following goals for 2022:

- Create the 2022 budget (complete)
- Review the book storage and sorting areas (under Old Business)
- Update bank signature line (Treasurer has name on signature card)
- Determine new 2022 member leaves for membership tree (under Old Business)
- Figure ways to generate funds to support library programs
- Inventory supplies for Books and Brunch April Event
- Secure Chairpersons for Books and Brunch and Book Sale Events
- Decide on participation in “First Night Out” held in August
- Promotion for the EPLS Keystone Library Branch and the Friends

Vice President– Kathy Burrer

Annual membership applications and letters have been sent to all the Yearly, Lifetime, and Corporate members. Kathy contacted a couple businesses to find out if they are interested in becoming Corporate members.

Treasurer's Report – Iris Tewksbury

Wendi reported in Iris' absence that the treasury balance at the end of January 2022 was \$30,193.27. Copies of the revised budget for 2022 were emailed to the members.

2022 Budget Approval

Marianne Sommerfelt motioned that the Friends approved the budget for 2022. Sylvia Hack seconded the motion. Vote on the Motion: Unanimous Approval.

Sunshine Committee Report – Linda Chapin

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A get-well card was sent to Iris Tewksbury.

EPLS Director's Report – Jennifer Starkey

Jennifer Starkey gave an EPLS operations update. The EPLS Libraries will return to full hours starting Monday, February 28, 2022 (9 a.m. – 8 p.m. Mon. - Thurs; 9 a.m. – 5 p.m. Fri. – Sat). EPLS is also back to scheduled programming. Their staff levels are back to where they need to be. They have a new Human Resources Director and five new staff members. EPLS went to masking options January 31, 2022. Jennifer then shared some of EPLS priorities this year:

- Get the community back into the library, using resources and attending programs
- Work on strengthening staff development and continue doing training
- Continue our partnership in the community and make new partnerships

Jennifer then presented a couple requests to consider for funds from the Friends:

- 1) Seed Library for the Keystone Branch (Heirloom seeds to hand out to patrons) – The seed library raises awareness of local varieties that are grown. The cost would be \$150.00
- 2) Funding for Proposed Summer Reading Programs (EPLS is currently in the planning phase) – The proposed theme is “Ocean of Possibilities”, and they are seeking \$1,500 from the Friends to help the Keystone Branch with costs of programs, event speakers/performers, advertisements/flyers, supplies and prizes.

Cindy Klinect motioned that the Friends fund both requests. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval.

At this time in the meeting, Wendi Zwaduk mentioned she met with Jennifer Harmon a couple weeks ago to discuss ways to promote and support the Keystone Library and the Friends.:

- Recruit new Friends
- Promote and host EPLS events in the community
- Place informational items in the EPLS Newsletter, “The Next Chapter”, ads in local newspapers, postings on social media, and presence at community events.

A discussion ensued among the Friends on informational item costs versus fundraising article costs in the Rural Urban Record. Jennifer Starkey will place the cost issue of advertising in the Rural Urban Record (for the summer reading program) as an action item for the next EPLS meeting.

## OLD BUSINESS

Membership Tree and Leaves

Sandra McElwain reported that Aaron will be staining the tree trunk. All the new leaves are done. The next step is to deliver the tree and leaves to the Keystone Library.

Kathy Burrer motioned to place the current, lifetime, and corporate members on the new tree and place the old tree (with leaves of past members) in the library conference room. Patti Baker

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seconded the motion. Discussion followed on the continuation of honoring the past members on the old tree and recognizing the current members on the new tree. Each year, the membership tree could be updated to keep it current. The Friends could place a sign under the new tree that states it is current members. Vote on the Motion: Unanimous Approval. Jennifer Starkey will follow up on permission to hang the old tree in the conference room and any other plans for the room.

Book Sorting (to begin in March) – Wendi Zwaduk

Wendi reported that book sorting will start up again at 9:00 a.m. on Monday, February 28, 2022. The drop-off locations for donations will be at the Keystone Library Branch, IGA, LaGrange Baptist Church, LaGrange United Methodist Church, Michelle's Café, and the Village of LaGrange Municipal Building Lobby. The Friends will be adding a "Cozy Mysteries" category.

Books and Brunch Spring 2022 (Saturday, April 23, 2022) – Wendi Zwaduk

Wendi, Event Chair, stated that we have a list of volunteers to serve on the committees but we still need volunteers to chair the committees. Marianne Sommerfelt has some tickets left over from the 2020 event that was cancelled. The 41 tickets sold that year will be honored for this year. The CAP on ticket sales is 60. There may also be some no shows, which would give us some more room for sales and space. Marianne volunteered to handle the tickets.

The \$75.00 deposit for the Church Hall still needs to be paid. We still have our temporary Food Service License (from the Health Department) with the menu from the 2020 event that we could follow for this year. However, we would still have to refile the permit. Mary Gress had volunteered to help out with the Books and Brunch Event wherever needed. Cindy Klinect will contact Mary Gress to find out if she could organize the food committee. Wendi reviewed the decorations, centerpieces, and place setting favors for both attendees and authors. Sylvia Hack and Sandra McElwain volunteered to handle the Basket Raffles.

Advertising for the Keystone Library Branch – Facebook Page – Wendi Zwaduk

Wendi reported that for the month of February she posted information on Black History month, Books and Brunch, Library hours and online usages. February 1-14 featured "Blind Date with a Book". An ad will be placed in the Rural Urban Record and the Elyria Chronicle Telegram the end of March or beginning of April for Books and Brunch.

NEW BUSINESS

Staff Appreciation

Wendi Zwaduk mentioned the appreciation basket that needs to be put together for the Keystone Library Staff in March.

ADJOURNMENT

Kathy Burrer motioned to adjourn the meeting. Marilyn Offenbergh seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:25 p.m.

Respectfully Submitted by Mary Karleskint, Secretary 02/25/2022