

Approved 03/16/2023
FRIENDS OF EPLS KEYSTONE
Meeting Minutes
Thursday, February 16, 2023, 6:30 p.m.
EPLS Keystone Branch

Members Present

Linda Chapin; Vickie Evans; Rose Fiscaletti; Jennifer Harmon (Marketing and Communications Director); Mary Karleskint; Cindy Klinect; Marilyn Offenber; Iris Tewksbury; Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 6:30 p.m.

Approval of Minutes from January 19, 2023 Meeting

Iris Tewksbury made a motion to approve the January 19, 2023 minutes. Cindy Klinect seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President's Report – Wendi Zwaduk

- Presentation on the History of the Keystone Lagrange Community Library –Wendi asked the Friends if they are interested in having Ken Sooy at their March 16, 2023 meet to share with the group the history of how the Keystone Lagrange Community Library came to being with EPLS. Ken will also like to donate some historical documents to the Friends. All were in agreement of having Ken at their next Friends meeting.

Vice President/Membership Report – Kathy Burrer

Wendi Zwaduk reported for Kathy in her absence. As of February 16, 2023, all the membership letters and applications to join the Friends have been mailed. If the Friends know of any businesses that would be interested in joining the Friends, please give them an application and notify Kathy.

Treasurer's Report – Patti Baker

Iris Tewksbury reported for Patti Baker in her absence. Treasury balance at the end of January was \$34,549.64. Since that time, checks were written for flexy display folders to display the children's small-spine books and for the 2023 Seed Library. The balance is now \$32,099.73. Last year's tax reports were given to Kathy Fox, Attorney.

Due to Patti Baker's recovery from surgery, the Friends will be looking for someone to step in as Treasurer, or to help Patti, with the position. At this time, Iris and Wendi are helping her out.

Iris and Wendi presented to the Friends the proposed 2023 Friends of EPLS Keystone Library Budget. Linda Chapin made a motion to approve the proposed budget for 2023. Marilyn Offenber seconded the motion. Vote on the Motion: Unanimous Approval.

Sunshine Committee Report – Linda Chapin

Linda thanked the Friends for the flowers while she recovered from her surgery. Linda reported that flowers were sent to Kathy Burrer and Sylvia Hack. Linda read a thank you card from Kathy. Linda and her husband Steve brought flowers to Patti Baker and gave her a comfort quilt.

EPLS Director's Report – Jennifer Starkey

Jennifer Harmon reported for Jennifer Starkey in her absence. EPLS released their three-year Strategic Plan (2023-2026) and posted it on EPLS website and on social media. Jennifer passed out copies of the Strategic Plan at tonight's meeting. The National Library Week Open House at the Central Branch of the

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EPLS Library is planned for Monday, April 24, 2023 from 4:30 p.m. – 6:30 p.m. The Friends of EPLS Keystone Library will have a table at the event. Jennifer Starkey will present EPLS Strategic Plan. The flexy display folders for the children’s books have arrived. They are still waiting on the price of the shed and its being placed on the cinder blocks. They are following up with the Village on the posting of the town directional signs for the Keystone Library. Outdoor lockers will be placed up in the front of the library as soon as the library receives the cost of rewiring from the electrician. An EWOC (Elyria Workforce and Outreach Center) Mobile Vehicle was acquired through a grant. The EPLS staff is working with local organizations to help library patrons fill out government documents. The EWOC Mobile Vehicle will be at the April 24, 2023 EPLS Open House.

EPLS has a funding request from the Friends.

- Summer Reading Program

EPLS is asking for the Friends help in funding the Summer Reading Program. They are asking \$2,000 to fund all programs for all age groups. This year’s reading program will be called “Contact, Engage, and Inspire”. The program will take place from May 30, 2023 – August 5, 2023. Two of the Keystone Library Staff members will be serving on the Summer Reading Committee.

Iris Tewksbury made a motion for the Friends to fund the Summer Reading Program in the amount of \$2,000. Vickie Evans seconded the motion. Vote on the Motion: Unanimous Approval.

OLD BUSINESS

Thank You for School Supplies Backpack Giveaway Refresher in December – Wendi read a personally made thank you from the winner of the school supply backpack refresher. Wendi passed the thank you around to the members.

Book Collection and Sorting (to start in March)– Wendi Zwaduk

The Friends will be back to collecting and sorting donations the beginning of March. Wendi made flyers to post around town (and other public places) advertising the donation collection and the book sale dates. The donation sites will be the IGA, Keystone Library, LaGrange Baptist Church, LaGrange United Methodist Church, Michelle’s Café, and the Village of Lagrange Municipal Building foyer. The Friends Book Sorting Crew have decided to remove a couple categories (career and computer) since those are not being selected by the public during the book sale. This will allow more room for sub-sorting other categories. At this time, the sorting tables are full of books that were left over from the 2022 sale.

2023 Fall Book Sale – Wendi Zwaduk

Wendi reserved the gym in the Village of Lagrange Municipal Building for the 2023 Fall Book Sale. The three new cash boxes that have been recently bought for the Friends are now in the sorting room.

Advertisement for the Keystone Library Branch – Friends’ Facebook Page – Wendi Zwaduk

In the later part of February, Wendi will post on the Friends’ Facebook Page an advertisement announcing the collection of donations for the Friends book sale.

NEW BUSINESS

Friends of EPLS Keystone Table at EPLS Spring Open House – Wendi Zwaduk

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Wendi asked the Friends to consider ideas for their table at EPLS' Open House on April 24, 2024. Some suggestions she made to them were promotional items such as membership applications, photo of the membership tree, library pens, and Old Time Candy. The Friends can revisit this agenda items for ideas at the meeting in March.

Friends Promotion in Rural Urban Record Newspaper– Wendi Zwaduk

Wendi spoke with the Rural Urban Record newspaper concerning the placement of an article for seeking new members for the Friends. The newspaper is willing to place the article in the paper at no cost. Wendi is working on the article with a picture of the membership tree.

Read-a-Thon and Book Sale Promotion – Wendi Zwaduk

Wendi passed around a copy of the book-mark type coupons Jen Harmon (Marketing and Communications Director) created for the Keystone Elementary PTA to give out to the students who participate in the Read-a-Thon. Students will then present their coupon to the Friends at the 2023 Fall Book Sale for their free book.

ADJOURNMENT

Linda Chapin made a motioned to adjourn the meeting. Cindy Klinect seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:17 p.m.

Respectfully Submitted by Mary Karleskint (02-19-2023)