

Approved 05/18/2023
FRIENDS OF EPLS KEYSTONE
Meeting Minutes
Thursday, April 20, 2023, 6:30 p.m.
EPLS Keystone Branch

Members Present

Kathy Burrer; Linda Chapin; Vickie Evans; Eileen French; Rose Fiscaletti; Sylvia Hack; Mary Karleskint; Cindy Klinect; Marilyn Offenberg; Paula Pietch; Jennifer Starkey (Director, EPLS); Iris Tewksbury; Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 6:35 p.m.

Approval of Minutes from March 16, 2023 Meeting

Kathy Burrer made a motion to approve the March 16, 2023 minutes. Cindy Klinect seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President's Report – Wendi Zwaduk

Wendi Zwaduk bought two frames and framed the Friends' membership tree and their library charter (Resolution No. 221) so the Friends can display them at EPLS' National Library Week Open House (April 24, 2023) and for promotional purposes. Wendi passed around the framed items among the Friends. Kathy Burrer made a motion that the Friends reimburse Wendi \$50.00 for the cost of the frames. Iris Tewksbury seconded the motion. Vote on the Motion: Unanimous Approval.

Wendi also passed around thank you's from the following individuals for the indicated reasons: Ray Dill (thinking of him card and flowers), Mayor Kim Strauss' family (memorial contribution), and Jennifer Starkey (seed library and summer reading program donation).

Vice President/Membership Report – Kathy Burrer

Kathy Burrer reported that, at this time, we have 29 yearly members; 5 corporate members; and 20 lifetime members; for a total of 54 members.

Treasurer's Report – Patti Baker

Iris Tewksbury reported for Patti Baker in her absence. As of last month's reconciliation, we had \$31,454.73. Since that time, we paid the LaGrange Municipal Village our quarterly payment (for use of the sorting and storage rooms) which leaves us at \$31,304.74.

Iris and Wendi had discussed how the Friends can make their funds work for them. They checked rates for certificates of deposit (CD) from three financial institutions. They shared the interest rates and monthly investment time with the Friends this evening. Discussion followed. The Friends agreed that they should address the size of the budget first; then, the rest could go into the CD. Kathy Burrer made a motion that the Friends put \$20,000 in a 14-month CD at a 5% interest rate with Huntington Bank. Rose Fiscaletti seconded the motion. Vote on the Motion: Unanimous Approval.

Sunshine Committee Report – Linda Chapin

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Linda Chapin reported that there is currently \$185.00 in the Sunshine Fund. Linda thanked the Friends for their donations. The Committee for Spencer's Bicentennial Celebration donated two carloads of left-over books from their book sale to the Friends of EPLS Keystone. Linda sent a thank you to them for the donation of books. At this time during Linda's report, Sylvia Hack thanked the Friends for all the cards and for the flowers they sent to her during her recovery.

EPLS Director's Report – Jennifer Starkey

- Jennifer Starkey reported that Friday, April 21, 2023 is EPLS' Staff Development Day. The library branches will only be open from 2:00 p.m. – 5:00 p.m.
- Next week is National Library Week. This coming Monday, April 24, 2023 is EPLS' Open House event at their Central Library from 4:30 p.m. – 6:30 p.m. There will be 15 tables with different organizations. Some of their program departments will be there. Visitors visiting the different organizations and departments will receive a stamp on their visitor's card to receive free ice cream from an outdoor ice cream station.
- Tuesday, April 25, 2023 is National Library Worker's Day.
- Wednesday, April 26, 2023, is Ohio Library Legislative Day at the State Capital. EPLS Representatives will be going to Columbus to advocate (along with the Ohio Library Council) for the protection of funds for libraries. Jennifer encouraged the Friends to contact their State Representative asking for support.
- The EPLS would like to add some fun toy items to the Keystone Branch Children's Room to use for programs and for children to play with while there. Jennifer passed around information on the Pentominoes they would like to order at the cost of \$279.00. Paula Pietch made a motion that the Friends provide the funding for the Pentominoes. Marilyn Offenbergh seconded the motion. Vote on the Motion: Unanimous Approval.

OLD BUSINESS

Book Collection and Sorting - Wendi Zwaduk

The book sorting crew has placed almost everything away that was in the storage room. As of now, the storage room is set. Kathy and Wendi will be doing the inventory. In general, there are 4,297 books in storage.

2023 Fall Book Sale (November 16 – 19, 2023) - Wendi Zwaduk

Wendi Zwaduk announced to the Friends that set up dates for the Fall Book Sale are Monday, November 14, 2023 through Wednesday, November 15, 2023.

Book Donation Drop Off Day at LaGrange Village Municipal Building – Saturday, July 15, 2023

The drop-off time on July 15, 2023 will be from 9 a.m. – 12 noon at the Village Building's front entrance. Wendi will put together a job list for the June meeting.

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

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Wendi posted on the Friends' Facebook Page informational ads on the Friends book collection places and the Friends book donation day. Wendi also quoted library information (from the EPLS' webpage) on the Friends' Facebook Page.

National Library Week Open House at EPLS Central – April 24, 2023 from 4:30 p.m. – 6:30 p.m.
Wendi Zwaduk made flyers and bookmarks (advertising drop-off donation day and book sale dates) for the Friends' table at the Open House. They will have Old Time Candy, Friends' pens, membership applications, and the framed photo of the membership tree and the library charter. Kathy and Wendi will man the table during the event.

NEW BUSINESS

Shred Day/Donation Day – Saturday, August 5, 2023

On Saturday, August 5, 2023, the Keystone Library Branch is holding a public shred day from 9:00 a.m. – 12:00 noon with the Lorain County Solid Waste Department. The Keystone Library is inviting the Friends to hold an extra book donation day during the shred day time. The library will need the Friends to help direct patrons to the shred and donation locations. Wendi will make a job sheet for volunteers.

Painting Pictures of Books Near the Sorting Room

The Village maintenance employees will be putting chair rails in place of the school lockers that were removed near the Friends' sorting room. Wendi Zwaduk recommended that the Friends have pictures of books painted above the rails so it looks like a book shelf. The Friends were in agreement with Wendi's recommendation. Wendi will contact Keystone High School to find out if the National Honor Society students, or the art students, would volunteer to do the painting for service hours.

ADJOURNMENT

Kathy Burrer 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 7:29p.m.

Respectfully Submitted by Mary Karleskint (04-22-2023)