

**APPROVED 03/21/2024**  
**FRIENDS OF EPLS KEYSTONE**  
Meeting Minutes  
Thursday, February 15, 2024, 6:30 p.m.  
EPLS Keystone Branch

Members Present

Kathy Burrer; Marcia DeJonge; Vickie Evans; Linda Gribben; Mary Karleskint; Cindy Klinect; Sue Lewis; Marilyn Offenber; Paula Pietch; Marianne Sommerfelt; 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 January 18, 2024 Meeting

Iris Tewksbury made a motion to approve the January 18, 2024 minutes. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President Report – Wendi Zwaduk

Nothing to report at this time.

Vice President/Membership Report – Kathy Burrer

Kathy Burrer reported that Friends of EPLS Keystone annual membership letters have been mailed out. Kathy personally delivered membership forms to local businesses. Membership renewals are slowly being returned with dues. The 2024 Calendar of Events are being mailed out to life-time members, corporate members, and to yearly and new members with their receipt of payment.

Treasurer Report – Marcia DeJonge

Marcia DeJonge reported that the checking balance is \$15,673.26. Two-hundred and fifty dollars was paid to Lorain County Tax Services for preparing the Friends of EPLS Keystone income tax return for 2023.

Sunshine Committee Report – Linda Chapin

Wendi Zwaduk reported for Linda Chapin in her absence. A thinking of you card will be sent to Ray Dill and to Ken Sooy who have not been doing too well. A get-well card will be sent to Sylvia Hack who has been recovering from an illness. The EPLS Foundation gave us a thank you card for the \$100.00 donation we gave them last month.

EPLS Director Report – Jennifer Starkey

Jennifer Starkey reported that EPLS purchased 8 quarter-page ads in the Rural Urban Record, and a billboard ad in Lagrange, for the rest of this year. They will use the advertisement for the Keystone Library summer reading program. At today's meeting, the Friends asked if they could help out with the cost. Jennifer Starkey will contact Jennifer Harmon with their request. More details on where the billboard will be placed will be coming soon.

In late May or early June, EPLS will be requesting help from the Friends of EPLS Keystone with the funding of the Keystone Library's summer reading program, which includes all ages. The

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theme for the program this year is “Adventure starts at your Library”. Kathy Burrer made a motion that the Friends of EPLS Keystone provide \$2,000.00 for the summer reading. Marianne Sommerfelt seconded the motion. Vote on the Motion: Unanimous Approval.

The EPLS will be having an open house at their West River Branch during National Library Week. The open house will be held on Tuesday, April 9, 2024 from 10:00 a.m. – 11:30 a.m. in their Miller Room. Set up is at 9:45 a.m. Organizations and partners will be there, and the Friends are welcome to have a table. RSVPs are being accepted by Jennifer Harmon.

Jennifer announced that the shed will be arriving tomorrow for the Keystone Library Branch!

#### OLD BUSINESS

##### Book Collection and Sorting – Starts in March 2024

The book sorting crew did meet on January 29 and February 12, 2024 to help with the weeding out of leftover items from the fall book sale and with discarding books and boxes that are not in good condition. The Lagrange Village gave the Friends permission to use their dumpster to dispose of the items. Jay and Susan, from the Lorain Library Friends, donated 28 Baker and Taylor book organizers to the Friends. The boxes are easy to pack books inside them. There will be one more sorting day (February 26, 2024) to clear out any unwanted items. On Monday, March 4, 2024, the Friends can begin sorting the newly donated books since the collection of donated material will start up again that month. The bookcase in Lagrange IGA’s lobby will be turned around so patrons can drop off their books on its shelves. The Friends will begin preparing the places where books are dropped off in the community.

##### Advertising for the Keystone Library Branch – Wendi Zwaduk

Wendi will be working together with Jennifer Harmon (Marketing and Communications Director) with the additional advertisement of monthly programs and Friends’ news in the “LaGrange News” section of the Rural Urban Record.

#### NEW BUSINESS

##### Form Committee to Determine Type of Evergreen Tree for Replacement

Wendi Zwaduk informed the Friends that they will be working with Frank Szuchs (Facilities and Technology Director, along with the Keystone Library staff, on the placement/planting of the evergreen tree replacement. Frank suggested Pandy’s Garden Center in Elyria for the tree because they are local, have a variety of trees, and EPLS are patrons of them. The Friends can look into selecting a small-growing dwarf version. There is no need for Library approval.

The following Friends volunteered to form a committee to look into estimates on a couple trees: Sylvia Hack, Mary Karleskint, and Marianne Sommerfelt. The committee will present their findings to the Friends for their approval.

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Wendi informed the Friends that Frank will be doing some improvements with the retention pond. Frank also informed her that the Friends are welcome to use their creative ideas on the landscaping around the library building.

**ADJOURNMENT**

Kathy Burrer made a motion to adjourn the meeting. Iris Tewksbury seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:13 p.m.

Respectfully submitted by Mary Karleskint, Secretary (02/23/2024)