

FRIENDS OF EPLS KEYSTONE

Meeting Minutes

Thursday, March 21, 2024, 6:30 p.m.

EPLS Keystone Branch

Members Present

Kathy Burrer; Marcia DeJonge; Mary Gress; Linda Gribben; Sylvia Hack; Mary Karleskint; Cindy Klinect; Debby Krejsa (Keystone Branch Manager); Marilyn Offenberg; Marianne Sommerfelt; Iris Tewksbury; Peg Yunker; Wendi Zwaduk

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 6:31 p.m.

Approval of Minutes from February 15, 2024 Meeting

Marianne Sommerfelt made a motion to approve the February 15, 2024 minutes. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President Report – Wendi Zwaduk

Wendi Zwaduk mentioned one of her goals for this year is to increase awareness and growth of the Friends of EPLS Keystone membership. She is working with Jennifer Harmon (Marketing and Communications Director) into looking at having an online membership form and billing process, for annual dues, through PayPal. It would be good to have a link placed on the Friends' Facebook page that directs interested parties to our membership person and/or treasurer.

Vice President/Membership Report – Kathy Burrer

Kathy Burrer reported that Friends of EPLS Keystone currently have 27 yearly members, 4 corporate members, and 18 lifetime members for a total of 49 members. Kathy has not heard from eight of our members from last year and hopes, eventually, they will be sending in their 2024 dues. We do need more people to participate and help with our Friends activities.

Treasurer Report – Marcia DeJonge

Marcia DeJonge reported that \$490.00 from 2024 membership dues was deposited into our account. Recent expenses are \$54.40 for postage; \$2,000.00 for the Keystone Summer Reading Program; and \$5.00 for bank fees; for a total of \$2,059.40 in expenses. The checking balance as of March 21, 2024 is \$14,103.86

Sunshine Committee Report – Linda Chapin

One of the Friends mentioned that Sue Lewis was in an automobile accident. Another Friend mentioned that Patty Baker had surgery and will be undergoing therapy. Wendi Zwaduk will contact Linda Chapin and ask her to send get well cards, from the Friends, to Sue and Patty.

EPLS Director Report – Jennifer Starkey

Debby Krejsa (Keystone Branch Manager) reported for Jennifer Starkey in her absence. EPLS Keystone thanked the Friends for their donation to their Summer Reading Program. The EPLS Branch Libraries have been getting ready for their series of library events in the months of March and April relating to the solar eclipse. All the branches will be closed on Monday, April 8, 2024,

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the day of the eclipse. Any library patron attending one of the events will receive a pair of eclipse glasses. Below are three donation requests from the Keystone Library Branch:

1. Replenish library seed bank in the amount of \$165.00
Kathy Burrer made a motion that the Friends donate \$165.00 toward the library seed bank. Marianne Sommerfelt seconded the motion. Vote on the Motion: Unanimous Approval.
2. Four foldable picnic tables for the children's program in the amount of \$359.88
Sylvia Hack made a motion that the Friends donate \$359.88 toward four foldable picnic tables for the children's programs. Marcia DeJonge seconded the motion. Vote on the Motion: Unanimous Approval.
3. Replace the current two smaller chairs in front of the fireplace with a wider chair and loveseat in the amount of \$4,098.28. Iris Tewksbury made a motion that the Friends donate \$4,098.28 toward the wider chair and loveseat. Marilyn Offenbergl seconded the motion. Vote on the Motion: Unanimous Approval.

The total amount for the 3 donation requests is \$4,623.16

Debby mentioned that next week Keystone schools will be on spring break. The Keystone Library Branch scheduled three programs that week: Life-Size Candyland (Friday, March 22 and Saturday, March 23); Pizza with Police (Thursday, March 28); and Spring Egg Hunt (Saturday, March 30).

OLD BUSINESS

Book Collection and Sorting – Starts in March 2024

Wendi Zwaduk reported that the book sorting crew has started, this month, the sorting of new book donations. For now, they are sorting on the first and third Mondays. The crew is still weeding out leftover items from the fall book sale and discarding them in the Lagrange Village dumpster. Currently, the dumpster is full and the Friends had to find other dumpster sites to dispose of them. (One of the Friends mentioned that the paper drop-off site behind the town's Methodist Church will take paperback books.) The storage room is being reconfigured. They will start re-boxing some items the next scheduled sorting day. They are getting new signs made for the book shelves in the sorting room.

Maybe come book sale time, they can look into renting a smaller dumpster and, as they are doing the book sale, pitch the unwanted items so they don't have to lug them back to the storage room and put them away. The Friends will find out what it would cost to rent a small dumpster.

The donation bookcase in Lagrange IGA's lobby is beginning to look a little worn. If anyone knows where we can get a replacement, please inform the Friends. It would also be good to use a sheet-page protector for the advertisement on the bookcase to keep it in good condition.

Committee Report on Type and Cost of Evergreen Tree for Replacement

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Committee members Sylvia Hack, Mary Karleskint, and Marianne Sommerfelt visited Pandy's Garden Center, Elyria, Ohio on Thursday, March 7, 2024 to view evergreen trees to find out what dwarf types are available to purchase and how much it would cost to have one planted on the Keystone Library grounds. Michael Pandy walked around the garden center with the committee members showing them the types of dwarf evergreen trees that were on Pandy's lot. Below are three types of evergreen trees that the committee members found were appropriate for the library branch and the costs involved in purchasing and planting one of them.

Blue Spruce

Type: Dwarf; Slow Growing

Current Height 4-5 ft.

Full Grown: 40-45 ft. (width not indicated)

Tree Cost: \$399.99

Planting Cost: \$399.99

*Service Fee: \$200.00 - \$275.00

Black Hill Spruce

Type: Dwarf; Slow Growing

Current Height: 6-7 ft.

Full Grown: 40ft tall; 16 ft. wide

Tree Cost: \$399.99

Planting Cost: \$399.99

*Service Fee: \$200.00 - \$275.00

Cannon Fir

Type: Dwarf; Slow Growing

Current Height: 6-7 ft.

Full Grown: 32 ft. tall; 16 ft. wide

Tree Cost: \$299.99

Planting Cost: \$299.99

*Service Fee: \$200.00 - \$275.00

*Service Fee is the cost for delivery, mulch, insurance, and wear and tear on the truck.

The Friends will need to find out how long the insurance is on the tree. Wendi Zwaduk will share this information with Frank Szuchs, EPLS Facilities and Technology Director.

Advertising for the Keystone Library Branch – Wendi Zwaduk

Wendi Zwaduk is advertising the collection of book donations. In May, she plans on posting the book drop-off donation day that will take place in June on the Saturday of the Village Garage Sale.

NEW BUSINESS

Landscaping Around Keystone Library Branch – Sylvia Hack

Sylvia Hack shared with the Friends her ideas for landscaping around the Keystone Library Branch. It would be nice to have perennials with some color and to plant the bulbs in the fall. It

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would be helpful to have a border edge (can purchase at our local hardware store). It would be more appealing to have the little girl statue (reading a book in the flower bed) sitting on a bench instead of on the ground. The lettering on the stone next to her needs to be redone because the letters are wearing off. A couple Friends mentioned having Hosta plants and/or hydrangeas bushes. Soaker hoses would be helpful so someone doesn't have to water the plants all the time. Sylvia will meet with Frank Szuchs (Facilities and Technology Director) to discuss with him some of her ideas. She will draw up a plan and bring it back to the Friends for a vote.

Determining Book Drop-Off Donation Date at the LaGrange Village Municipal Building

The Book Drop-Off Donation Date at the LaGrange Village Municipal Building will be Saturday, June 22, 2024 from 9:00 a.m. – 12 noon (same Saturday as the Village Garage Sale). The importance of having enough Friends out front to receive the public donations was emphasized.

National Library Week Open House at EPLS West River Branch

(Tuesday, April 9, 2024 from 10:00 a.m. – 11:30 a.m. in their Miller Room)

Mary Gress and Marianne Sommerfelt volunteered to man the Friends table at the West River Branch Open House. If any other Friend would like to help out, please inform Wendi Zwaduk. We can also advertise the book drop-off donation date and have a book sale flyer at our table during the Open House on April 9, 2024.

Lorain County Fair 2024

One of the Friends suggested the advertisement of the Friends book sale at the Lorain County Fair. It has never been done in the past because it is an event for all the libraries in the county to share certain days in the small library building on the fairgrounds. Wendi Zwaduk will ask Jennifer Harmon about the possibility of having advertisement on the table during EPLS day for the fair. We can put membership forms out pending on if there is room on the table.

Friends of EPLS Keystone Decision on Summer Meeting Dates

It's been usual practice that one of the meetings during the summer months is cancelled. Wendi Zwaduk suggested to hold the Friends' meetings in June and July and cancel the August one. That way, the Friends can collect donated items from the membership (those two months) for the school backpack giveaway that takes place the end of July. Marilyn Offenbergh made a motion that the Friends cancel the August meeting. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval.

ADJOURNMENT

Mary Gress motioned to adjourn the meeting. Kathy Burrer seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:43 p.m.

Respectfully submitted by Mary Karleskint, Secretary (03/24/2024)