

**APPROVED 6/20/2024**  
**FRIENDS OF EPLS KEYSTONE**  
Meeting Minutes  
Thursday, May 16, 2024, 6:30 p.m.  
EPLS Keystone Branch

Members Present

Kathy Burrer; Linda Chapin; Marcia DeJonge; Mary Karleskint; Cindy Klinect; Sue Lewis; Paula Pietch; Marianne Sommerfelt; Iris Tewksbury; Peg Yunker; Wendi Zwaduk; Frank Szuch (EPLS Facilities and Technology Director)

CALL TO ORDER

Wendi Zwaduk, President, called the meeting to order at 6:33 p.m.

Re-Approval of Minutes from March 21, 2024 Meeting

The cost of the seed library was incorrectly documented in the March 21, 2024 minutes. Kathy Burrer made a motion to correct the March 21, 2024 minutes as reported in tonight's meeting. Cindy Klinect seconded the motion. Vote on the Motion. Unanimous Approval.

Approval of Minutes from April 18, 2024 Meeting

Kathy Burrer made a motion to approve the April 18, 2024 minutes. Marianne Sommerfelt seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President Report – Wendi Zwaduk

Ken Sooy (former Mayor of the Village of LaGrange) contacted Wendi recently. He is almost done with his narrative on how the Keystone LaGrange Community Library got started in LaGrange. Wendi will be meeting with him soon.

Vice President/Membership Report – Kathy Burrer

Kathy reported that the Friends of EPLS Keystone have a new yearly member – Sherry Marang. The Friends now have 28 yearly members, 4 corporate members, and 19 lifetime members for a total of 51 members.

Treasurer Report – Marcia DeJonge

Marcia reported that there were no deposits this past month. Two checks were written recently – one in the amount of \$25.00 to reimburse Wendi Zwaduk for advertising in the Keystone Alumni Banquet Booklet, and the other was in the amount of \$190.00 to EPLS to purchase 10 books (“One Perfect Couple” by Ruth Ware) for the new “Ales and Tails” book club. There also was the expense of \$5.00 for the bank statement fee. The ending balance as of today is \$9,375.58.

There's a new bank in our town that the Friends are taking into consideration for ease of doing banking closer to the vicinity.

Sunshine Committee Report – Linda Chapin

Wendi Zwaduk informed the Friends that the son of one of our Lifetime Members passed way. A sympathy card was sent to her. On behalf of our Friends membership, Linda Chapin will be sending a monetary donation to the granddaughter's memorial fund on behalf of the family. A

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“Thinking of You” card was sent to member Ray Dill. A get-well card and a sympathy card, along with a hanging basket, was sent to member Kathy Burrer.

**EPLS Director Report – Jennifer Starkey**

Frank Szuch (EPLS Facilities and Technology Director) was present at tonight’s meeting to represent Jennifer Starkey.

**OLD BUSINESS**

**Book Collection and Sorting**

Book Sorting Crew Member Paula Pietch reported that 2,562 books have been boxed since the last sorting date of May 6 2024. Wendi Zwaduk reported that the crew will be sorting again on Monday, June 3, 2024. They are being more selective in sorting the books.

**Book Donation Drop-Off Date at LaGrange Village Municipal Building**

(Saturday, June 22, 2024, 9:00 a.m. – 12:00 noon)

Wendi Zwaduk will email the job list to the Friends and will also make it available on sorting day. Wendi emphasized to the Friends the importance of having volunteers at the village door to accept public donations on that day. We also will need volunteers to take the books from the door to the sorting room in the back.

**School Supplies for Back-to-School Backpack Giveaway (Raffle Drawing end of July)**

Wendi Zwaduk stated that the Friends have enough to purchase one backpack. She is still accepting donations (items or monetary) from the Friends.

**Landscaping Around Keystone Library Branch – Sylvia Hack**

Wendi Zwaduk pointed out to the Friends the importance of everyone keeping in mind that ideas need to be passed through the EPLS Director and the EPLS Facilities and Technology Director. There are EPLS guidelines that need to be followed. There are safety concerns with the Friends landscaping the library themselves. Frank Szuch assured the Friends that EPLS maintenance will do the weeding and replanting around the building. EPLS will take recommendations from the Friends and will incorporate them from both sides. If there is need for financial support, the Friends can do a dollar-for-dollar match with EPLS in regards to the cost of landscaping. The Friends were in agreement in moving forward with the library scheduling the landscape work.

**Committee Response to Evergreen Replacement Tree**

Wendi Zwaduk thanked the Evergreen Replacement Tree Committee members for their effort in, and reporting on, the search for an evergreen tree at Pandey’s Garden Center in Elyria. Wendi did return to Pandey’s to find out if there were any further evergreens, in smaller height, that may have arrived recently to the Center. Wendi passed around information and photos on some different blue spruce trees she found there that were currently 4 feet tall and would grow to 15 feet in height and 8 foot in width. Wendi proposed that the Friends donate the cost of the tree. The tree will represent the Friends “roots” with the Keystone Library in the community of Lagrange. Per Frank

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Szuch, the tree will be planted north of the library sign out front. EPLS maintenance can help with placing the star on the tree in December once the tree gets too tall for the Friends to do so. If there are any health issues with the current evergreen tree, maintenance will take it down.

Mary Karleskint made a motion that the Friends accept Wendi Zwaduk's proposal in following EPLS guidelines in the selection, purchasing, and planting of an evergreen tree at the Keystone Library Branch. Kathy Burrer seconded the motion. Vote on the Motion: Unanimous Approval. Frank Szuch said that he has an appointment with Pandy's tomorrow.

Advertising for the Keystone Library Branch – Wendi Zwaduk

Wendi passed around the Keystone Alumni Banquet Book that had our advertisement in it. Wendi was able to have advertisements of Drop-off-Day in the Rural Urban Record through the month of June. The date and hours of the Drop-off-Day are also being advertised on the electronic sign in the town's circle. During the LaGrange Historical Society Open House, Wendi invited visitors to view the Friends book sorting room that was across the hall.

**NEW BUSINESS**

Summer Staff Appreciation Day

The Friends are thinking about providing a lunch for the library staff on Staff Appreciation Day. The funds will come out of the Sunshine Committee fund. Debby Kresja will be contacted to find out the best time to provide the lunch.

Little Free Library in LaGrange Circle

Linda Chapin received an email notice from the Stewards of the Little Libraries stating there is an issue in the mobile app that our Little Free Library in the LaGrange Circle is damaged or missing. Mary Karleskint volunteered to go down to the circle after tonight's meeting to check on it. She will report back to Wendi Zwaduk on its condition.

**ADJOURNMENT**

Kathy Burrer motioned to adjourn the meeting. Linda Chapin seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:15 p.m.

Respectfully submitted by Mary Karleskint, Secretary (06/04/2024)