

**APPROVED 9/19/2024**  
**FRIENDS OF EPLS KEYSTONE**  
Meeting Minutes  
Thursday, July 18, 2024, 6:30 p.m.  
EPLS Keystone Branch

Members Present

Patti Baker; Linda Chapin; Marcia DeJonge; Eileen French; Linda Gribben; Sylvia Hack; Theresa Henderson; Cindy Klinec; Iris Tewksbury; Peg Yunker; Wendi Zwaduk

**CALL TO ORDER**

Wendi Zwaduk, President, called the meeting to order at 6:32 p.m.

Approval of Minutes from June 20, 2024 Meeting

Cindy Klinec made a motion to approve the June 20, 2024 minutes. Sylvia Hack seconded the motion. Vote on the Motion: Unanimous Approval.

**REPORTS**

President Report – Wendi Zwaduk

Wendi reported on items she, as President, has been working on this past month:

- The financial side of getting the application fully online is currently being worked on.
- The Ohio Attorney General’s Office (AG) was contacted in order to get the Registration of Organization paperwork revised with the Friends of EPLS Keystone Library’s physical address and updated phone number. They were also contacted in regards to the Friends’ report due to the AG Office for 501c3 organizations (this will be done by November 2024).
- The Ohio Secretary of State Office was contacted to obtain the entity number for “Doing Business” as nested under the main Friends of the Keystone-LaGrange Public Library entity number. The Friends of the Keystone-LaGrange Public Library name and entity number are the original ones for the organization with the state and both cannot be changed.
- The Internal Revenue Service (IRS) was contacted to have the EIN (employee ID number) information updated to show a current physical address and phone number for the Friends.
- Since the President is the “Subsequent Agent” appointed for the Friends and receives the paperwork from the state for the Friends, it was Wendi’s home address and phone number that were used.

Vice President/Membership Report – Kathy Burrer

Wendi Zwaduk reported for Kathy Burrer in her absence. We received the yearly dues from one of our past members this evening. There are now thirty-two yearly members as of this date.

Treasurer Report – Marcia DeJonge

Marcia reported on the following treasury transactions this past month:

There was a deposit of \$20.00 for membership dues. There was a total of \$1,974.62 in expenses for the following: EPLS tree (\$700.00); EPLS landscaping (\$500.00); EPLS recent equipment for their children’s program/room (\$444.62); Village of LaGrange 2<sup>nd</sup> and 3<sup>rd</sup> quarter donations for use of the sorting/storage rooms (\$300.00); name registration update to the Ohio Secretary of State (\$25.00); and the bank fee (\$5.00). The total balance is \$7,455.96,

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The Friends returned to the discussion they had in May in regards to switching their current bank accounts of residence to the new bank in town for ease of doing banking closer to the vicinity.

Linda Chapin made a motion for the Friends of EPLS Keystone to change their bank accounts from Northwest Bank to Buckeye Community Bank. Eileen French seconded the motion. Vote on the Motion: Unanimous Approval.

**Sunshine Committee Report – Linda Chapin**

As a gift of appreciation for her years of service as Branch Manager, the Friends will be presenting Debby Krejsa with a weaved blanket, pillow, and a thank you card at 10:30 a.m. at the Keystone Branch Open House on Wednesday, July 31, 2024.

**EPLS Director Report – Jennifer Starkey**

Wendi Zwaduk reported for Jennifer Starkey in her absence. Wendi read a card from Jennifer thanking the Friends for their recent monetary donation towards the ever-green tree; landscaping; and library furniture for the Keystone Branch.

**OLD BUSINESS**

**Book Collection and Sorting**

Wendi Zwaduk reported that the sorting crew is still collecting and sorting books donated by the public. There are no numbers to report at this time.

**Feedback on Book Donation Drop-Off Date at LaGrange Village Municipal Building**  
(Saturday, June 22, 2024, 9:00 a.m. – 12:00 noon)

Wendi Zwaduk shared the following feedback with the Friends on the donation drop-off day:

Wendi arrived an hour early and contacted the police on the non-emergency line to open the front doors to the village building for the Friends use. Due to building policy, the gates needed to remain closed. As a result, the Friends were asked to use the gym as another access to their sorting and storage rooms (which were unlocked by the Village personnel). Wendi made sure the outer door in the back was open so volunteers could come through the back of the building, where the sorting/storage rooms were located. Wendi remained at the village until all volunteers have left to ensure the building was fully locked once the event concluded.

**Volunteers:**

9 a.m.– 10 a.m. (5 up front)

10 a.m. -11 a.m. (5 up front)

11 am – Noon (5 up front)

Everyone who signed up to work did show up.

**Vehicles:**

No breakdown per hour.

18 overall

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The amount of people bringing donations was pretty much spread evenly throughout the three hours (1 before we opened).

\*\* Nothing was left in the room to sort as all that was donated, and the few items there before sorting began, were put away. Many items were boxed and stored.

**What worked:**

Having so many volunteers to sort books.

Having plenty of volunteers to move donated items to the sorting room.

Having plenty of carts ready to collect and move donated items to the sorting room.

Having proper air in the cart tires made them easier to move.

Having plenty of signage and a notice on the electronic board in town helped bring attention to the donation event.

**What didn't:**

It was very hot and there wasn't much air moving in the sorting room.

Suggestion for improvement: have a fan or two brought in to circulate air in the room in hot months.

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

Wendi Zwaduk reported that fliers have been dispersed, and an article, with photo, did appear in the July 15, 2024 Rural Urban Record. The raffle is going well at the library.

Landscaping Around Keystone Library Branch – Update on Landscape Work

Wendi Zwaduk reported that the area by the front door was landscaped and nearly finished. The other side of the building will be started this fall.

Evergreen Replacement Tree – Update on Planting of Tree

Wendi Zwaduk reported that the Baby-Blue-Eyed Spruce is on order. If possible, the tree will be dedicated to all members of the Friends at the September meeting this fall.

Advertising for the Keystone Library Branch – Wendi Zwaduk

General posts about books and libraries, and posts about collecting books and asking for donations, were placed on the Friends Facebook page. The back-to-school backpack giveaway was mentioned as well.

Summer Staff Appreciation Day - Update

Wendi Zwaduk spoke with Debby Krejsa. A fruit tray and a cheese tray will be arranged to be delivered to the library staff on Thursday, July 23, 2024.

Debby Krejsa's Retirement Farewell and Keystone Open House

See Sunshine Committee Report above.

NOTE: August Membership Meeting Cancelled

Just a reminder that the August 15, 2024 membership meeting is cancelled.

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NEW BUSINESS

2024 Fall Book Sale (November 14 – 17, 2024)

The Penfield Quilters will have their quilting items on display in the lobby during the Friends Fall Book Sale. The LaGrange Historical Society will have their doors open for visitors as well.

ADJOURNMENT

Marcia DeJonge motioned to adjourn the meeting. Iris Tewksbury seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:18 p.m.

Respectfully submitted by Wendi Zwaduk, President, and Mary Karleskint, Secretary  
(07/24/2024)