

APPROVED 2/15/2024
FRIENDS OF EPLS KEYSTONE

Meeting Minutes

Thursday, January 18, 2024, 6:30 p.m.

EPLS Keystone Branch

Members Present

Kathy Burrer; Marcia DeJonge; Linda Gribben; Sylvia Hack; Mary Karleskint; Jennifer Starkey (Director, EPLS); Iris Tewksbury; Wendi Zwaduk

CALL TO ORDER

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

Installation of Officers

Linda Gribben made a motion for the Friends of EPLS Keystone to approve the installation of the following current members, of Friends of EPLS Keystone, as officers for a two-year term: Wendi Zwaduk for President (2024-2026); Kathy Burrer for Vice President (2024-2026); and Marcia DeJonge for Treasurer (2024-2026). Sylvia Hack seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk will serve as President for 2024-2026; Kathy Burrer will serve as Vice President for 2024-2026; and Marcia DeJonge will serve as Treasurer for 2024-2026.

Approval of Minutes from December 14, 2023 Meeting

Kathy Burrer made a motion to approve the December 14, 2023 minutes. Marcia DeJonge seconded the motion. Vote on the Motion: Unanimous Approval.

REPORTS

President's Report – Wendi Zwaduk

Wendi reported that her 2024 goals for Friends of EPLS Keystone are as follows:

1. Create another Author's Event that would be a fundraiser for the Friends of EPLS Keystone
2. Replace the evergreen tree out front near the sign of the Keystone Library with a better one
3. Improve the landscape near the entrance of the Keystone Library
4. Streamline the Friends of EPLS Keystone Book Sale
5. Increase awareness of the Friends of EPLS Keystone
6. Grow the membership of the Friends of EPLS Keystone

Vice President/Membership Report – Kathy Burrer

Kathy Burrer reported that the annual membership letter for Friends of EPLS Keystone has been created for distribution. Debby Krejsa will send the original to Jennifer Harmon (EPLS Marketing and Communications Director) to print copies for Kathy to mail, along with the Friends application and 2024 Calendar of Events.

Treasurer's Report

Iris Tewksbury (along with Marcia DeJonge) reported that the checking balance is \$16,175.01. The CD balance is \$20,682.46. The accrued interest on the CD is \$87.53. The CD expires in April 2024. The bank will let us know our options before the expiration date.

Proposed Budget for 2024

Wendi Zwaduk reported that she received a letter from the EPLS Foundation asking for a donation. The last time the Friends gave a donation to the EPLS Foundation was a couple of years. Jennifer

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Starkey proceeded to explain the purpose of the EPLS Foundation. (A presentation was also given by the EPLS Foundation to the Friends on June 15, 2023). Wendi opened the floor for discussion. Iris Tewksbury made a motion for the Friends of EPLS Keystone to donate \$100.00 to the EPLS Foundation. Mary Karleskint seconded the motion. Vote on the motion: Unanimous Approval.

The Friends then reviewed the proposed 2024 budget for the Friends of EPLS Keystone. Kathy Burrer motioned that the Friends approve the proposed budget for 2024. Sylvia Hack seconded the motion. Vote on the motion: Unanimous Approval.

Sunshine Committee Report – Linda Chapin

Wendi Zwaduk reported for Linda Chapin in her absence. A get-well card will be sent to Eileen French's mother.

EPLS Director's Report – Jennifer Starkey

Jennifer Starkey is working with the Keystone Library Staff on planning additional furniture for the Branch. The two chairs by the fireplace are very narrow and need to be more comfortable for patrons. They would like to purchase a two-seater and a wider armchair. The current chairs will be used at a different branch location. They are researching different models and fabrics.

The permit for the shed has finally been granted. The shed will be arriving next week or the following week. The spreader and snow blower will be kept in the shed.

OLD BUSINESS

Thank You Tray to Lagrange Village Staff in January

Wendi Zwaduk informed the Friends that a tray of 3 dozen donuts was presented to the Village Staff today. It was well received by all.

Feedback from the Friends December Annual Meeting/Holiday Breakfast

The members that were present at this evenings' meeting agreed that the annual meeting/holiday breakfast went well and the food was delicious. They would like to continue holding the meeting/breakfast in the conference room at the library.

Book Collection and Sorting – Starts in March 2024

Wendi Zwaduk invited the membership to help weed out leftover items from the Book Sale and determine what should be tossed and what should be saved. The Friends decided to meet on Monday, January 29, 2024, at 9:00 a.m. in the sorting room at the Village Hall to sift through the items. Collection of donated material will start up again in March 2024.

Further Discussion of Tree Lighting Event at Keystone Library Event

The Friends and Jennifer Starkey discussed whether or not to continue the Tree Lighting Event. The Friends agreed to give it another try to see what happens since in 2022 it was well attended despite this year's event. Jennifer suggested a cookie decorating program (the library staff would be in charge of it).

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This discussion led into the decision to replace the evergreen tree out front. Jennifer pointed out that EPLS maintenance informed her that it would be problematic to remove the current tree and replace it with another one in the same spot. The new one would need to be placed in a different location. EPLS does have a couple local landscaping companies that they have dealt with for tree selections that could help in choosing a good tree. The Friends will have further discussion of this agenda item at their February meeting. At that time, they will also form a committee to determine what type of tree to purchase and how the Friends and the Library Staff can make the tree lighting event more exciting.

Advertising for the Keystone Library Branch – Wendi Zwaduk

Wendi will be working more on the promotion of the library this coming month. To get more visibility of the Friends of EPLS Keystone and the Keystone Library, the Friends could help fund additional advertisement of monthly/current programs (happening more frequently) in the “LaGrange News” section of the Rural Urban Record. They would like to do the same in the Elyria Chronicle Telegram. Jennifer Starkey volunteered to contact the Rural Urban Record, and will also reach out to EPLS’ contact person for the Chronicle Telegram, to increase promotion of the library.

NEW BUSINESS

Approval of 2024 Friends of EPLS Keystone Calendar of Events

The Friends reviewed the proposed 2024 Friends of EPLS Keystone Calendar of Events. The July and August meeting dates were placed on the calendar to reserve the conference room in case the Friends decided to hold a meeting either of those dates. The Book Sale is moved up a week (earlier than last year). Kathy Burrer motioned that the Friends accept the 2024 Friends of EPLS Keystone Calendar of Events. Sylvia seconded the motion. Vote on the motion: Unanimous Approval.

ADJOURNMENT

Kathy Burrer made a motioned to adjourn the meeting. Marcia DeJonge seconded the motion. Vote on the motion: Unanimous Approval. Wendi Zwaduk, President, adjourned the meeting at 7:30 p.m.

Respectfully submitted by Mary Karleskint, Secretary (01/19/2024)