**Elyria Public Library Board Meeting**
Mon, Jun 8, 2020 6:00 PM - 8:00 PM (EDT)

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# ELYRIA PUBLIC LIBRARY SYSTEM

# Meeting of the Board of Trustees

**Monday, June 8, 2020**

**Virtual Meeting– 6:00pm**

Board: Kaleena Whitfield, President; Rhonda Smith, Vice President; Patricia Schrull, Trustee; Sam Battle, Trustee; Melissa Clifford, Trustee; Ray Armstrong, Jr., Secretary; Debbie Kroupa, Trustee

 Absent: Gerald Crum, Trustee

Staff: Lyn Crouse, Director; Rob Schirhart, Fiscal Officer; Kathleen Runser, Deputy Director; Frank Szuch, IT/Facilities; Terri Miller, System Services Manager; Danielle Coward, Outreach Coordinator; Tammy Collins, Collections Resource Manager; Michelle Ryan, Youth Services Coordinator; Dennis Waite, HR; LaKesha Gage, Executive Administrative Assistant

 Guest: Aaron McElwain, Friends of the Keystone Branch; Celeste Brlas, President of Elyria Friends; Ken Allen, Patron; Roger Riachi, RFC Contracting

1. **Call to Order:** Ms. Whitfield called the meeting to order at 6:00pm.
2. **Welcome of Attendees:** Ms. Whitfield welcomed everyone to the meeting.
3. **Public Hearing of Visitors:** Ms. Whitfield asked if any visitors would like to address the board.
4. **Re-Election of Board Member:** Kaleena Whitfield

**RESOLUTION #41.20**

On the motion of Sam Battle, seconded by Debbie Kroupa, the board unanimously agreed to re-elect Kaleena Whitfield to the EPLS library board of trustees for a term of four years.

1. **Consent Agenda Items:**

 a) Approval of May 2020 Minutes

 b) Personnel Actions

 Resignations: Kelly Kreutzke, Assistant Librarian

 Shari Uterhark, Tech II

c) Donations for May 2020 None

d) Memorials for May 2020

 $50.00 Donated by Bob & Jean Hutman in memory of Mrs. Betty Jane Dombroski

 $125.00 Donated by Gary & Mary Siwierka in memory of Arlene M. Siwierka

 $25.00 Donated by Vandemark Jewelers in memory of Patricia Akers

 $25.00 Donated by Annie & Pet Heidersbach in memory of Arlene Mae Siwierka

**RESOLUTION #42.20**

On the motion of Sam Battle, seconded by Patricia Schrull, the board unanimously agreed to approve the Consent Agenda.

1. **Fiscal Officer’s Report:** Mr. Schirhart reported:
* The investment yields are going down. In February, interest earnings were $8-10,000 a month. We are now $3,500-4,000. We have lost interest due to COVID. The banks are cutting interest rates. Hopefully, we will be picking up again.
* I have not heard anything about the June PLF. I was hoping maybe Friday’s webinar with Northeast Ohio association. They did not really talk about it. I should be hearing something later this week. I am hoping it is what it was last month, if not more. Now that people are going out more and shopping, maybe the sales tax will come up a little bit and we will get a little more back.
* Last weekend I filed the 2019 financial statements for the library. We have an extension because we were working with LGS. And then we got an additional 30-day extension because of COVID. Those were filed last weekend, they were timely. I received a call after the post audit meeting. One of the auditors that will be handling the 2018-2019 audit. They will be coming in next month or month and a half. He will call me in a couple weeks. Right now they are working on financial statements for the schools and cities and counties. They are a little behind. I have worked with this auditor and he seemed to be happy I was here. I will keep you updated on when they will begin.
* Next month I will bring the tax budget to the board for approval.

**RESOLUTION #43.20**

On the motion of Patricia Schrull, seconded by Melissa Clifford, the board unanimously agreed to transfer appropriation funds to the “COVID-19” account.

RSc: We are tracking the items related to COVID.

DK: Based on the expenses you need to move; do you think you will need to move $20000 on a semi-annual basis?

RSc: It might be a start. We are currently at $8,000. I did not want to under or over request. I am comfortable with $20000 for the next two months.

LC: We have a bid to install sneeze guards at the branches at a cost of $8,000-10,000 for the plexiglass sheets. We have also ordering self-check machines and hand sanitizer machines.

DK: The most important piece is good luck getting them through the supply chain. We have had problems getting in No touch thermometer we are still waiting. We also ordered an electrostatic mister, at about $4000 each plus the disinfectant. That is why I was concerned about the disinfectant.

LC: Right, it is the start.

RSc: I may be back next month requesting more. I just wanted to cover what we purchased.

DK: Totally understandable.

**RESOLUTION #44.20**

On the motion of Patricia Schrull, seconded by Debbie Kroupa, the board unanimously agreed to transfer appropriation funds of $299,706.29 to the “Transfer Out” account.

RSc: Carol was not handling it this way. This is how I want to handle it, which is the way it normally is done. Revenue fund comes in from the levy to cover the bond to repay the bond interest and principal. Normally, we would have to book that and record in the general fund. Then we pay out of the debt service fund. Any interest for bond payments come out of the debt service fund. Because the levy comes from the general fund, we have to move it to the debt service. We have to transfer the appropriation, from the unallocated account into transfer out account of the general fund. This is moving money from one account to the other just like the COVID fund. This is for interest we paid for June 1st. That is the interest for six months.

**RESOLUTION #45.20**

On the motion of Debbie Kroupa, seconded by Sam Battle, the board unanimously agreed to approve a fund-to-fund transfer. related to the “Debt Service Fund”.

RSc: The final one is a fund to fund transfer. What this does is moves funds from general fund to the debt service. This is required because it is an inter-fund transfer. This is for the amount of $299,706.29. That payment was already made and paid out of the debt service fund. It is to cover the cost for moving the actual cash from general fund to debt service fund to cover the interest payment.

DK: So there was funding in the debt service account to cover the payment and now you need to move the dollars to that account retroactively.

**RESOLUTION #46.20**

On the motion of Debbie Kroupa, seconded by Melissa Clifford, the board unanimously agreed to approve the Fiscal Officer’s report.

**Director’s Report:** Ms. Crouse reported:

1. Building Update

South: The new flooring is installed. We are still changing one flooring transition but that is outside the contract and will be minor. Our maintenance staff can install that. We will issue the final check for payment and South will be complete.

Keystone: Construction is 95% completed, with a few punch list items left, and the parking lot paving, which is weather dependent. Staff reported to work at both the old and the new Keystone on Monday, June 1st. They are packing up at the old building and setting up at the new one. The metal shelving has arrived and is installed. We are moving the collection ourselves, utilizing our delivery van and staff. The tops and end panels are coming from a different manufacturer, and there is a projected two-week delay.

We are expecting deliveries of furniture from Ohio Hardwoods and APG over the new few weeks.

Signage is under construction. Window treatments are being ordered. Landscaping will begin shortly. It is also weather dependent. Donor plaques have been ordered. Interior signage has been received and will need to be installed. Kush Cabinetry is finishing up on a feature piece for the entrance to the children’s department, two bench seats, and a display cabinet. The paving began today.

Central: Excavation for installation of the utilities and pouring of the footers has begun.

LC: We were served with a delay notice and our budget was stopped dead one week ago because we ran into some conditions. I asked Roger, our owner’s rep, to be here tonight to explain this all to you because it is beyond me.

RR: Lyn attached the agreement with the city regarding the site. If you recall, we were supposed to have a buildable site, properly compacted and free of debris. If you look at the addendum or attachment A, it was part of the contract. It clearly spells out, what we are supposed to get as far as a buildable lot. I do not want to get into too much detail on that. I can answer any questions if anyone has any once, we are done with the explanation of where we are at and what we are doing. We have had discussions with the city regarding that agreement and it is something that is being looked at to determine how they want to handle it. Meanwhile, we obviously could not stop the project. So we had the Geo Technical company GeoSci involved and doing testing for us, as well as, Barber Hoffman, our structural engineer, as well as our design team and myself. We got together and looked at a couple different options for how to handle the situation that we have. The most timely and economical option is for the contractor to mobilize on site and to start digging for the footers. The perimeter footers, we will begin digging and If we encounter any bad soil, debris, or anything of the nature, Geo Sci will be on site. We will direct them to dig further down until we hit good soil. We will fill the difference between where we were supposed to be, which is the bottom of the footer, and where we end up with the lean mix concrete. The lean mix concrete is a concrete mix that we just dump in the hole and fill the hole with it. From a labor perspective, it is very quick, it makes things go faster and we do not have to handle anything. In some areas, we may need to over dig, we may have to form some of the footers. That is something that will be kept track of. We will get unit prices from the contractor which is for added work additional excavation and additional lean mix. We will have GeoSci on site keeping track of the dimensions. So let’s say in certain areas they dug an extra 3ft. by 50ft., so we will have a 2ft wide footer by 3 feet deep by 50ft. long. So that’s an extra 300 cubic feet that we will keep track of. We are done, we will tally it all up and add the unit price to it and that will be the added cost. We will then have a conversation with the city once it is completed. We have notified the city of our action plan. I have not heard any feedback. We have told them if they have any questions to let us know. They will have full access to the site to come and inspect the conditions and what we are doing. We will send them the GeoSci weekly reports to the city engineer John Schneider to keep them in the loop.

LC: We did not talk about the location. The issue is at the corner of Broad and East primarily. It is in the footprint of our building.

RR: We are not sure of the extent of it and how much we will encounter. Until we begin to dig, we cannot tell the city or ourselves for example, we are going to have 200cu ft, 400cu ft or 100cu ft.

RS: Do we know the cost?

LC: We will not know until we determine the amount of work needed.

PS: Rhonda are you thinking approximate cost or per unit cost? Roger can you give us anything at all?

RR: It is hard for us to put a number on it. We could end up with 50 cu ft or 500 cu ft. Its unknown until we start digging. That is the same question that the city asked. City wanted to receive an order of magnitude to see what the exposure would be and unfortunately, I cannot. We just do not know what is in the ground. That was something that was supposed to be part of the due diligence.

DK: Is there a way to know for every cubic foot it will cost x number of tens of thousands of dollars or are we talking hundreds of thousands?

RR: I do not think it is going to be hundreds of thousands. That is correct! We came up with final solution on Friday. We notified the contractor. We will have a unit price that is going to tell us for the digging, how much per cubic feet and for the added concrete it is going to be so much per cubic yard. Yes, we will have the unit cost before they start the work. I am expecting them in the next couple days.

PS: When will they start?

RR: As soon as we get the unit prices and get everything confirmed. We are hoping to get them back on track towards the end of this week.

DK: Roger, worst case scenario the city does not have the ability to pay, what do we do then?

RR: The agreement with the city is pretty clear what they owe. It is a board decision to let them off the hook so to speak from the commitment they made. I cannot answer that question.

DK: I guess I was looking for my options.

RR: The options are they pay us, we share the cost, or library absorbs the cost. You do not have any other options.

LC: Our attorney, Jerry Innes is working with the city attorney because they drafted the agreement together.

RR: I do not want to guess the quantities. I do not think it will be hundreds of thousands because it is located in the one corner. We are hoping when we get out of that area… We did dig footers in other parts of the building and poured and had no problem. We do not want to keep going because we have to go back to this bad area. If we do not do that, the contractor will box himself inside the building and we do not want to do that. We have a flow we created to start one point and work ourselves out. When we hit the bad soil, we shifted gears, we were able to get him inside of the building without boxing ourselves. That area was fine. We dug it, we poured the footers, and everything was fine. We are hoping its limited to one portion of the building once we get out of it and start moving in other areas. We will not have these problems.

MC: Roger, Is there also a disposal cost for the excavated soil?

RR: Yes, the unit price for excavation will include removal and disposal offsite.

DK: After getting the unit price, and determine the space that needs to be addressed will we need to have a special meeting to make that decision?

RR: Once cost is determined and hear back from the city, then the board makes a decision.

LC: We cannot stop. We need to do the work and worry about the cost later. We are carrying a contingency fund from prior projects that roll over. If we do not exceed our contingency, then this is just a blip and it does not affect our bond funds. We always said West River was at the end if there was anything left over. That may be the issue here. Delay the contractors is costing us money.

DK: We have too many commitments to contractors, the community to delay too long. and the bond requires us by finishing by a certain date.

LC: There is no point of stopping unless we were going to throw up our hands and walk away. I do not think that option on the table. There is no such thing as unbuildable land if you have the money. Hopefully, it is just this one corner. As Roger said when they poured by pioneer plaza, it was fine. We will take it from there.

Thanks Roger.

RR: Good night

LC: Now that he is off the call, I will tell you he is earning double what we are paying him on these projects. We have had 75 change orders on the first three projects, there is probably four that were owner initiated. The rest are site conditions, engineering, or design issues. But it is all stuff that had to be dealt with.

2. COVID-19 and the Library

a. We have completed our staff training for 65 employees spread out over 5 days.

b. We began curbside and locker pickups, and materials returns at West River on June 1st. We plan to start curbside and returns at South on June 8th, and at the new Keystone and Central on June 15th. Hours through June 14th will be Monday-Tuesday-Friday-Saturday from 10am-2pm, and Wednesday-Thursday from 3-7pm.

c. All staff will be returned to working their full 20 or 40 hours per week as of June 15th. On June 15th, pickup and drop off hours will expand to Monday-Tuesday-Friday-Saturday 9-5, and Wednesday-Thursday 11-7.

d. All buildings will reopen with limited service on July 1st. We will be limiting the number of occupants and keeping visits to 30 minutes. There will be computers available, also limited to 30-minute use. I think it is important to provide those for people who are filing for unemployment or job hunting or doing their taxes. Staff has the discretion to permit additional time for those purposes on a case by case basis. All tables and chairs will be removed to discourage lingering. The goal is to have people get in and get out, especially if others are waiting. Hours for the buildings will be Monday-Tuesday-Friday-Saturday 9-5, and Wednesday-Thursday 11-7. We are still bound by the 10-person gathering mandate, so there will be no meeting room use or group programming until that restriction is lifted. Staff are working on virtual programming, including summer reading.

e. As part of today’s new business, I have a motion to update our patron behavior policy to mandate social distancing.  That way, if patrons are not compliant, we can take action which would first be a reminder then a request to leave, followed by a call to police if they do not comply. If people come in as a group, that is up to them, but if anyone infringes on the space of another patron or a staff person, we will take action.

In response to the COVID-19 crisis and with an eye toward continued social distancing, the design team is working to incorporate some changes into the layout of the new Central. None of them are structural, but all are intended to change traffic flow and allow staff room to spread out at the public desks and in their work areas. We will be requesting updated pricing for the changes. We had some bid day savings and contingency fund built into the GMP that may cover any additional expense.

3. At last month’s meeting, the Board approved moving forward with exploring options for disposal of the existing Central building. I spoke to Realtor Ken Keiffer, who recommends that we get an appraisal from a competent independent commercial appraiser to determine a selling price. He provided me with 4 names of licensed commercial appraisers. Donating or demolishing it discussion later. Should move forward with the appraisal to list the property.

**RESOLUTION #47.20**

On the motion of Debbie Kroupa, seconded by Ray Armstrong, Jr., the board unanimously agreed to move to have a commercial appraiser provide us with an appraisal in order to sell the 320 Washington Ave building.

4. I anticipate that we will be moved out of the old Keystone building by the end of June. Per the restriction in the deed, once we are no longer using it as a public library, the property will revert to the LaGrange Township Trustees. I have contacted them to indicate that we will prepare the paperwork to transfer the title back to them. They will discuss it at their next meeting. We plan to discuss the building contents and see if there is anything that they want us to remove and what we can leave.

Tomorrow is the 150th anniversary of the Elyria library. This week we are doing a virtual happy birthday on social media. PR staff asked the board to say happy birthday during the meeting which was being recorded.

**RESOLUTION #48.20**

On the motion of Ray Armstrong, Jr., seconded by Sam Battle, the board unanimously agreed to approve the Director’s report.

1. **President’s Report:** none
2. **Committee Reports:**

*Friends of the Keystone LaGrange Library*-Mr. McElwain reported looking forward to the new library. We have to put the tree up once the books are up. We are still having virtual meeting. Collecting books and moving forward with the book sale. We shut down the Author’s brunch.

*Friends of the Elyria Public Library*-Ms. Brlas reported first meeting since March coming up next Monday at 6pm. We are also deciding about our book sale. I will have more next month.

 *Elyria Public Library Foundation*-none

**RESOLUTION #49.20**

On the motion of Sam Battle, seconded by Debbie Kroupa, the board unanimously agreed to approve the Committee Reports.

1. **Old Business:** none
2. **New Business:**

**RESOLUTION #50.20**

On the motion of Sam Battle, seconded by Ray Armstrong, Jr., the board unanimously agreed to approve the amendment of the patron behavior policy to include a COVID-19 statement as follows: ‘Patrons are required to follow staff directives and posted requirements enacted in response to the COVID-19 emergency, including but not limited to, maintaining social distancing, obeying building capacity limits, and complying with all protocols and procedures put in place to ensure the health and safety of patrons and staff. Patrons who refuse to comply will be subject to immediate ejection from the library.

LC: We do not care if a people come in as group and choose not to social distance. That is entirely up to them. We will control the number of people who come in. If a family comes in as a group that is fine. The issue would be if a group invades the space of other patrons or staff and refuses to follow directives, we will want them to leave.

DK: In the wording, is there anything that could indicated the requirements or guidelines outlined by the CDC and State of Ohio so there is a possible end point.

LC: It is not in the motion, but it is in the explanation. (Ms. Crouse read the background info.) This is more towards patrons following staff directions for different types of behavior.

DK: As long as there is something stating the library is following the department of health, CDC, and Lorain County General Health District, etc.

LC: That is on all our window signage, but I can easily put it directly in the motion.

DK: I think that helps to give it the flexibility because it could change at any point. It gives us flexibility and it could be fluid.

SB: What I like about it is, you are doing because it is based upon the recommendations. They cannot say you have something against me. It gives us something to fall back on.

LC: It is not official guidelines, it is behavior. People have to behave as directed. Our rational is that they need to comply with our policy and procedure.

DK: Okay, I understand that as well.

LC: I agree, it gives us a fall back that it is not us. The generally recommended procedures that we follow.

AM: Excuse me for speaking on your board, but Sam is right! If you fall back on your state, you defer some of your risk, whereas if you use your own language in a policy, you are assuming all risk for the actions you take to control patrons..

LC: Aaron is an insurance agent and specializes in risk management. I agree. So I can easily revise that we will follow the protocols and procedures recommended by CDC and LCGHD.

DK: The guidelines have two columns. One for requirements and one for recommended best practices.

LC: We are going to follow requirements.

DK: Just make sure to implement requirements. Use that wording, instead of recommendations because people will go to the recommended best practices column.

**RESOLUTION #51.20**

On the motion of Rhonda Smith, seconded by Patricia Schrull, the board unanimously agreed to approve the expenditure of up to $40,000 for asphalt paving of the driveway at the new Keystone Branch from the Keystone Set Aside.

LC: When we did the GMP and put it together with Shook, we included the parking lot but not the drive thru. We are now purchasing night lockers so there will be traffic around that area. Part of the driveway was not in good shape and was also damaged during the construction, so they did some patching. We do not want to go into a brand-new building with a terribly patched driveway. When I initially put this motion together for you, I had a paving Estimate company that is doing the parking lot from the Shook contract as $78,000. This is beyond my change order capabilities. In the meantime, we got a second estimate from Plas Bros. in Elyria who are doing our Taylor St. parking lot. They came in at $38,800. I am much more inclined to think that that is a good buy. Part of the reason we did not include that driveway is it is not up to the village code. It is 13ft 2in wide and it is required to be 14 ft. so we have to expand it a little bit. The estimate was included adding the extra foot. We talked to the village and they are ready for us to roll.

I did not want to pay for this out of our bond fund and Rob will speak to this too. In 2010, the board decided to take the Keystone levy money and Carol would charge a percentage of the cost to operate that branch against the Keystone levy. Anything that was over and above was set aside. It started out at $10,000 ten years ago. It has continued to grow up to the when we did a combined levy. For a number of years, we continued to add to that fund. When we sold the farm property, we added that also. The board in 2012 voted to set aside the funds to be used only for the Keystone branch. And hopefully for a new building, because at that time they wanted a new building. What Rob & I have been working on is the original $10,000 investment is now compounded is about $400,000. We want to use it for only things specific to Keystone building. That is the furniture and fixtures, the paving, and shelving. So instead of taking that money out of our bond fund, we can preserve it and use the Keystone set aside.

We upgraded the driveway to concrete but driveway will remain asphalt.

**RESOLUTION #52.20**

On the motion of Debbie Kroupa, seconded by Patricia Schrull, the board unanimously agreed to approve the conveyance of title to the property at 101 West Street, LaGrange to the Board of Trustees of LaGrange Township per the terms of the original real estate purchase agreement recorded 6-1-2015.

LC: There was a restriction in the deed that said if we no longer use it for a library, that it reverts back to the township trustees. The trustees are discussing this at their meeting tonight. I do not think there is any problem with accepting it back. We are both represented by Jerry Innes at the county prosecutor’s office. I would have Jerry draw up the conveyance documents.

1. **Executive Session: none**

LC: We are talking about going back to contract negotiations. The union collective bargaining agreement expired on March 31st, we just agreed to extend. The federal mediator cannot do in person negotiations, but we are trying to decide if we will do virtual.

RSm: What was underground on the lot in Elyria? Why would it be the city’s responsibility? That would have been just like quicksand or anything else. They provided us with a buildable lot. What was found under the soil?

LC: What we are finding is old foundation from previous building, rubble from things that were torn down and abandoned. Specific to that in the agreement was the site had to be free of underground foundations and debris, proof rolled and compacted.

RSm: Okay. Thank you.

1. **Adjournment:**

**RESOLUTION #53.20**

On the motion of Sam Battle, seconded by Ray Armstrong, Jr., the board unanimously agreed to adjourn the meeting at 7:06pm.

The next meeting is scheduled for Monday, July 13, 2020 at 6:00pm. Location to be determined.

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 President Secretary