

**EPLS March 8, 2021 Board of Trustees
Virtual Monthly Meeting Minutes**

Present: Kaleena Whitfield, President; Rhonda Smith, Vice-President; Ray Armstrong Jr., Secretary; Gerald Crum, Trustee; Dr. Patricia Schrull, Trustee; Melissa Clifford, Trustee; Debby Kroupa, Trustee; Sam Battle, Trustee

Staff: Lyn Crouse, Director; Rob Schirhart, Fiscal Officer; Kathleen Runser, Deputy Director; Frank Szuch, IT/ Facilities; Terri Miller, System Services; Jen Harmon, Program/ Marketing Manager; Tammy Collins, TSD Manager; Ginette Laraway, West River YS Manager; Dennis Waite, HR; Michelle Ryan, South Manager; Rondra Davis; Executive Administrative Assistant

Visitors: Wendi Zwaduk; Celeste Brlas

1. **Call to Order:** Ms. Whitfield called the meeting to order at 6:00pm
2. **Welcome of Attendees:** Ms. Whitfield
3. **Public Hearing of Visitors:** Ms. Whitfield
4. **Consent Agenda Items:**
 - a. **Approval** of February 8, 2021 meeting minutes
 - b. **Personnel Actions:** All recalled employees will be back on March 1, 2021
Resignation: Emily De Luca-Galluchi, Outreach/Librarian,
Effective 2/26/21
 - c. **Memorials/Donations/Naming Rights:**

| | | |
|-----------------------|---------|----------------------------------|
| Vandemark Jewelers | \$50.00 | in memory of Gregory P. Stewart |
| Neal & Cheryl Hubbard | \$50.00 | in memory of Diane Louise Kinser |
| Jacqueline Jessie | \$25.00 | in memory of Diane Louise Kinser |

Resolution # 24.21: On the motion of Dr. Patricia Schrull, seconded by Melissa Clifford, the board unanimously agreed to approve the Consent Agenda Items.

5. **Fiscal Officer's Report:** Mr. Schirhart
 - Chief Auditor is working on 2018-2019 Fiscal year audits. 2020 Fiscal year financial statements have been submitted to the State.
 - A virtual meeting with the state auditor about the bond funds. The funds have been added to the Capital Projects Fund (401).
 - Motion to approve the 2021 Fiscal Year Permanent Appropriations.

Resolution # 25.21: On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed to approve the 2021 Fiscal Year Permanent Appropriations.

Resolution #26.21: On the motion of Dr. Patricia Schrull, seconded by Rhonda Smith, the board unanimously agreed to approve the Fiscal Officer's Report.

6. Director's Report: Ms. Crouse

- West River project is completed enough for re-opening. Still in pandemic mode, there are still owner-items that need to be purchased, casual seating, additional furniture, book trucks, display pieces, shelf signage. The digital sign will be upgraded in the spring when the weather improves. Many thanks to administrative and staff for all the help with the West River renovation. It was truly an amazing group effort to pull the project off within our budget.
- Central construction is moving along. Focus is now on final design and selection of owner-iteded; the moving process; and disposition of the old Central building and its contents.
- There have been two showings on the old Central building.
- OLC Institutional Members are urging all Library Directors, Fiscal Officers, and Board Members to make public libraries a priority in this budget, maintain PLF funding at current levels, and hold public libraries harmless from any additional reductions in state funding.
- Administration is working on new format for stats report, including all new areas that have become apparently needed due to our new current circumstances in pandemic mode.
- Keystone and South patrons love the new libraries and are making use of all our resources.

Resolution # 27.21: On the motion of Debby Kroupa, seconded by Gerald Crum, the board unanimously agreed to approve the Director's report.

- 7. President's Report:** Ms. Whitfield wanted to Thank Lyn and Adam for the Toni Morrison portrait at the South Branch. A recording of a small presentation about Toni Morrison, the new portrait has been hung commemorating the First Toni Morrison Day in Ohio.

8. Committee Reports:

Friends of EPLS:

Celeste Brlas reported the EPLS Friends Group has 70 paid members. They have started public donations again, first Friday of each month

between 1pm and 3pm. Sorting continues for book sale. Heavy weeding has been done from the West River branch, and many crates of books have been donated.

Friends of EPLS Keystone:

Wendi Zwaduk reported the Friends have started to take book donations on the 1st and 3rd Mondays of the month. April 24th, the Friends are having a book donation day from 9 to noon at the village. They will have another donation drive day in June to coincide with the village garage sale. The Friends of EPLS Keystone Facebook page has increased traffic and they are posting everything the library offers and getting the information out to the public that the library is open and offers a multitude of resources in the pandemic.

Elyria Public Library Foundation: Rhonda Smith reported on a distribution from the Allan Fund donated as part of the naming rights pledge from the Foundation.

AD HOC Committee:

There are two current applicants for board members.

Three proposals for director search firms.

Resolution # 28.21: On the motion of Gerald Crum, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the committee reports.

9. Old Business: none

10. New Business:

Discuss and Consider – Naming Rights Pledge

- The following pledge has been made: \$10,000.00 in honor of George and Vera Hadaway; a one-time payment by Steve Kaplan for Central administrative conference room.
- The Foundation for the Elyria Public Library has received a distribution of \$2410.00 from the Phyllis and Andrew Allan Fund at the Community Foundation and would like it to be used for the stained-glass windows in the new Central branch story time room. Their previous donation was designated for the specialty lighting in the room.

Resolution # 29.21: On the motion of Rhonda Smith, seconded by Debby Kroupa, the board unanimously agreed to approve the Kaplan naming rights pledge.

Resolution # 30.21: On the motion of Melissa Clifford, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve the Allan Fund to use for stained glass at the new Central branch.

Discuss and Consider - Motion to expend Bond Funds

- Owner items that must be completed outside the Shook contract include library shelving, public furniture, security, and access control devices; IT equipment, storage room shelving; meeting room AV equipment; specialty lighting; book drop bins; outdoor furnishings; artwork; furniture and appliances for staff kitchens, workrooms, and offices; indoor and outdoor signage; moving expenses, etc.

Resolution #31.21: On the motion of Debby Kroupa, seconded by Dr. Patricia Schrull, the board unanimously agreed to approve to authorize the Director to expend up to \$650,000.00 from the bond fund for necessary furniture, fixtures, and equipment for the new Central building.

11. Executive Session:

Resolution # 32.21: The board, by roll call vote, unanimously agreed to go into executive session at 6:36pm to discuss personnel matters as permitted by Ohio Law and potential litigation.

Resolution # 33.21: The board, by roll call vote, unanimously agreed to come out of executive session at 7:58pm.

Resolution # 34.21: On the motion of Rhonda Smith, seconded by Melissa Clifford, the board unanimously agreed to approve the Fiscal Offers' compensation of 3% through the end of the contract.

Resolution #35.21: On the motion of Debby Kroupa, seconded by Melissa Clifford, the board unanimously agreed to approve the Director's compensation of 3% through the end of the contract.

Resolution #36.21: On the motion of Debby Kroupa, seconded by Rhonda Smith, the board unanimously agreed to authorize the Director to move forward with any pending litigation.

12. Adjournment:

Resolution #37.21: On the motion of Melissa Clifford, seconded by Debby Kroupa, the board unanimously agreed to adjourn at 8:04pm.

The next meeting will be Monday, April 12, 2021 at 6:00pm.

Minutes approved for March 8, 2021 as submitted at the April 12, 2021 Board Meeting.

President

Secretary

(RLD)