

*Approved 02/18/2021*  
FRIENDS OF EPLS KEYSTONE  
Meeting Minutes  
Thursday, January 21, 2021 6:30 p.m.  
Location - Virtual

Members Present

Kathy Burrer; Lyn Crouse (EPLS Director); Eileen French; Mary Karleskint; Cindy Klinect; Aaron McElwain; Sandra McElwain; Adam Matthews (EPLS Marketing and Communications Director); Paula Pietch; Iris Tewksbury; Wendi Zwaduk

CALL TO ORDER

Aaron McElwain, President, called the meeting to order at 6:32 p.m.

Approval of Minutes from November 19, 2020 Meeting – Sandra McElwain

Kathy Burrer made a motion to approve the November 19, 2020 minutes. Wendi Zwaduk seconded the motion. Vote on the Motion: Unanimous Approval.

NOMINATION OF CANDIDATES FOR THE POSITIONS OF TREASURER AND SECRETARY 2021-2023

Treasurer

Kathy Burrer made a motion to nominate Iris Tewksbury as Treasury for the term 2021-2023; Wendi Zwaduk seconded the motion. Vote on the Motion: Unanimous Approval.

Secretary

Sandra McElwain made a motion to nominate Mary Karleskint as Secretary for the term 2021-2023. Kathy Burrer second the motion. Vote on the Motion: Unanimous Approval.

REPORTS

Treasurer's Report – Iris Tewksbury

Iris reported that the checking balance as of today is \$24,323.39. The Post Office Box fee of \$56.00 was paid.

Membership Report – Wendi Zwaduk

Wendi reported that she has written all the annual membership letters that the Friends will be sending to the current and potential members. She is working with Adam on redoing the membership application. Wendi requested funds from the treasury for the cost of printing the letters and stamps to mail them.

President's Report – Aaron McElwain

Aaron asked Lynn when the Friends could move their office into the new Keystone Library Branch. It is important for the Friends to have a presence there. Lyn assured the members that as long as the library is open, a couple Friends can use the office. Lyn will speak with the branch staff and will look into securing keycards for the side door. Aaron mentioned that the Friends will be needing a desk, shelving and storage space. The members asked when they will be able to hold their meetings in the library conference room. Lyn informed the members that the public meeting rooms at all the branches are closed to the public for now due to the Covid-19 pandemic.

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EPLS Director's Report – Lyn Crouse

Lyn gave a warm thank you to the Friends for the beautifully decorated pine tree in front of the Keystone Library building for the holiday season. Lyn reported that construction on the Broad Street EPL is on time and is flowing along. They hope to be able to have an open house sometime in October. The West River Branch is in the midst of renovation. It may reopen the beginning of March. The EPLS branches are cautiously expanding their hours. They will be open two nights a week from 9:00 a.m. – 7:00 p.m. They will no longer be closing for the lunch hour and will be open all day to the public. They are recalling their laid-off staff, and they expect to be hiring. They are anticipating summer reading and fall programs. EPLS just approved their collective bargaining contract. At this time in the meeting, Lyn announced that she will be retiring the end of October.

Sunshine Committee Report – Linda Chapin

Eileen French reported for Linda Chapin in her absence. A retirement card was sent to Bill Letterly, head of village maintenance.

OLD BUSINESS

Book Collection and Sorting – Eileen French

Aaron informed the members that a suggestion was made from one of the Friends to start picking up the books again at IGA, and that same person would be available to collect them and bring them to the Village Building. The members were in agreement to turn the bookcase around in IGA's lobby and start collect books again at IGA. Eileen reported that sorting will remain on hold until March 1st.

Books and Brunch 2021 – Wendi Zwaduk

Wendi reported that the Friends may not be able to pull off this year's Books and Brunch event due to the COVID-19 restrictions on group gatherings. The Friends can keep planning as they have been doing. At the end of February, they should have a better idea on the direction things will be going. Wendi stated that she still is awaiting to hear from the fourth author. The members agreed to table the event and reassess in February.

Movie Night – Aaron McElwain

Aaron recommended to push the movie night event to the early summer or fall when there's less daylight. The event planning will be tabled and hopefully revisited later.

NEW BUSINESS

Tentative Schedule for 2021 Group Activities

At tonight's meeting, it was mentioned that the Friends have a calendar of events that they send to the new members. At this point, the dates for the events can be set as tentative. Sandra will work with Mary on it.

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Book Sale 2021

Wendi suggested for the members to use similar dates for set up and the sale as were used last year. The Friends agreed to November 15 and 16 for set up and November 18 – 21 for the sale. Aaron will contact Mary Kay Gates to reserve the old high school gym for the set up and sale dates. It was suggested to have the book drop off day the same weekend as the LaGrange Community Garage Sale weekend. Aaron will find out the dates.

2021 Budget Approval

Iris and Aaron worked on the budget last month. They pulled off information from last year and looked at the Friends' budget history to see how much they are spending. Two new line items were added to the budget – Library Beautification (landscaping) and Outdoor Movie Event. The Friends held a discussion on the quarterly donation for use of the Village Building and Equipment, and whether or not they should increase their donation. The subject was brought up that the Friends should save their money for the library.

Kathy Burrer made a motion to approve the 2021 Budget keeping with the budgeted amount that was used last year for the Building/Equipment Use Donation. Wendi Zwaduk seconded the motion. Vote on the Motion: Six of the members approved. Motion Passed.

Advertisement for the New Library

The members reviewed the revisions made to the Friends of the EPL Keystone Library brochure. They all agreed that the logo and letter size need to be increased so it is more legible. Adam will work on stretching and making the typeset larger. "Mail To" will also be added to the P.O. Box address on the flipside of the membership application to clarify the delivery address for new members. The meeting address (Keystone Branch) was agreeable to all those present.

Aaron thanked Wendi for changing up the Friends' Facebook site. Wendi will be contacting Gary Kincannon who runs the Village of LaGrange's Facebook Page to see if the Friends can cross-post their advertisement on the Village's site in order to promote the library more in the community.

Wendi reported that the Keystone Yearbook Committee sent the Friends a letter requesting them to place an ad in their yearbook. The members felt it wasn't a big enough audience to reach the public.

Kathy Burrer made a motion to adjourn the meeting. Wendi Zwaduk seconded the motion. Vote on the motion: Unanimous Approval. Aaron McElwain, President, adjourned the meeting at 7:46 p.m.