2025 EPL Board of Trustees
Meeting Minutes
Monday, August 11, 2025
6:00pm, Keystone Branch

Attendees:

Trustees Present

Debbie Kroupa	Patricia Schrull	Dwayne Redding
Scott Serazin	Koneake Lawrence	Jeff Breese
Stori Zinkhann		

Trustees Absent

Sam Battle	Ray Armstrong	Maggie Leglise (arrived at 6:10pm)

Staff:

Jennifer Starkey	Debby Perkins	Frank Szuch

Visitors:
Matt Murphy – Karpinski Engineering

The Board met at the Keystone Branch Library. Debbie Kroupa called the meeting to order at 6:00 pm. Debbie welcomed all Attendees.

Consent Agenda Items:

a. **Approval of July 2025 monthly meeting minutes**

b. **Personnel Actions:**
   Resignations:
   Janeva Thompson – Circulation, West River

   New Hires:
   Matthew Marvin – Librarian, West River

c. **Memorials & Contributions:**

Susan Lyndes	$40.00	In Memory of Tom Kovach
Vandemark Jewelers	$25.00	In Memory of James E. Spraque

Pat Schrull moved to approve the Consent Agenda Items. Jeff Breese seconded the motion. The Board approved the Consent Agenda Items. **(Resolution 65.25)**

Maggie Leglise joined the meeting at 6:10pm.

West River HVAC Capital Project:
Matt Murphy from Karpinski Engineering provided an overview of the replacement project, timeline and cost. Matt answered questions from the Trustees and provided his recommendation of Wilkes & Company.

Patricia Schrull moved to award the West River HVAC replacement contract to Wilkes & Company in the amount of $1,029,035, including Alternates #1 and #2. Koneake Lawrence seconded the motion. The Board approved by roll call vote. **(Resolution 66.25)**

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Ray Armstrong				X
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle				X
Patricia Schrull	X			
Koneake Lawrence	X			
Dwayne Redding	X			
Stori Zinkhann	X			
Jeffrey Breese	X			

Fiscal Officer's Report:
Financial Update
Current year financials in total are on par with budget. There are a few areas where EPL is experiencing budget variances:

- PLF – has been trending higher than budget through June; with expected cuts, still project to receive $30,000 more than budgeted for 2025.
- Investment Earnings are down due to interest rates.
- Costs to manage malfunctioning HVAC system at West River are expected to be around $50,000-$60,000.
- E-Rate funding for internet at 4 locations will provide a savings of $19,000 annually. July was 1st month EPL received discounted bills. E-Rate for hotspots is on hold through the federal government until further notice.

Investment Policy: the last approved Investment Policy was approved in September 1996. The Finance Committee reviewed the updated policy and agreed to put it to the Board for approval. Maggie Leglise moved to approve the Investment Policy. Scott Serazin seconded the motion. The Board approved the Investment Policy. **(Resolution 67.25)**

Koneake Lawrence moved to approve the Fiscal Officer's report. Dwayne Redding seconded the motion. The Board approved the Fiscal Officer's report **(Resolution 68.25)**

Director's Report:

Facilities & Project Updates: The temporary HVAC units have solved indoor temperature & humidity issues.

Operations Updates:

- 1000 Books Challenge – the 1st graduating class was recognized at a celebration of August 1st. EPL partners with Ready, Set, Go...to Kindergarten for this initiative.

- Stacks of Appreciation – Ben Hartman for his dedication & responsiveness in managing the breakdown of the air conditioning at West River.

- WhoFi suite of services cancellation – The State Library of Ohio has cancelled the statewide contract with WhoFi which provides a suite of services available to Libraries for data tracking and scheduling.

Legislative Updates: A new cybersecurity law goes effect September 30, 2025. Political subdivisions will be required to report any cyber attack as well as provide training to all staff.

Upcoming Events:

August 27th 4:00 – 6:00 – Open house to recognize Kathy Runser's years of service at EPL.

September 6th 9:00 – 1:00 – Family Literacy Day and rebranding launch at Central Branch.

Maggie Leglise moved to approve the Director's Report. Jeff Breese seconded the motion. The Board approved the Director's Report. **(Resolution 69.25)**

President's Report:

- Debbie provided an updated roster of the Board of Trustees. Trustees should review their information for accuracy.

- Board documents are moving to a dedicated directory on Share Point. This is still in progress but once it is complete Debbie will send a link to access.

- The Foundation bylaws state a Trustee should be part of the Foundation Board. Further discussion will take place at the September meeting.

- Scott & Maggie attended a virtual workshop through ALA for library Trustees. They highlighted key takeaways from the day.

Patricia Schrull moved to approve the President's Report. Koneake Lawrence seconded the motion. The Board approved the President's Report. **(Resolution 70.25)**

Committee Reports:

EPL Friends: The book sale cart at Central is going well. A 2nd cart will be added to West River later this year.

Keystone Friends: no report given.

Foundation: no report given.

Finance & Audit Committee: The Committee met August 4th and discussed the following:
- Reviewed the credit card transactions and statements for April – July.
- Approved the revised draft of the Investment Policy.
- Discussed the progress and costs of the capital projects.
- Reviewed the costs associated with the West River HVAC malfunction.
- Discussed goals for the upcoming contract negotiations.

Dwayne Redding moved to approve the Committee Reports. Jeff Breese seconded the motion. The Board approved the Committee Reports. **(Resolution 71.25)**

Old Business: n/a

New Business: n/a

Adjournment: Patrica Schrull moved to adjourn the meeting. Koneake Lawrence seconded the motion. The Board voted to adjourn the meeting at 7:29 pm. **(Resolution 72.25).**

Deborah A. Kroupa
President

Koneake Lawrence
Secretary