

2025 EPL Board of Trustees

Meeting Minutes

Monday, September 8, 2025

6:00pm, West River Branch

Attendees:

Trustees Present

Debbie Kroupa

Dwayne Redding

Jeff Breese

Maggie Leglise

Sam Battle

Ray Armstrong

Stori Zinkhann (arrived at 6:04pm)

Trustees Absent

Scott Serazin

Koneake Lawrence

Patrica Schrull

Staff:

Jennifer Starkey

Debby Perkins

Frank Szuch

Jason Weimer

Visitors:

Wendi Zwaduk

The Board met at the West River Branch Library. Debbie Kroupa called the meeting to order at 6:02 pm. Debbie welcomed all Attendees.

Consent Agenda Items:

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

b. **Personnel Actions:**

Retirement:

Kathy Runser – Deputy Director

New Hire:

Zachery Armstrong – Assistant Librarian, West River

c. **Memorials & Contributions:**

Elyria Rotary	162.00	May & July books
Lloyd & Judy Miller	35.00	In memory of Lance Nilges
Ellen Otis	100.00	In memory of Thomas Crouse
Ellen Otis	100.00	In memory of Wanda Mae Currier
Nicole Green	25.00	In memory of Betty Wikes
Judy Emerich	50.00	In memory of Wanda Mae Currier
Debbie Kroupa	100.00	In memory of Thomas Crouse
Sandra Stewart	50.00	In memory of Thomas Crouse
Ladies of Leisure Book Club	25.00	In memory of Bob Thompson

Maggie Leglise moved to approve the Consent Agenda Items. Ray Armstrong seconded the motion. The Board approved the Consent Agenda Items. **(Resolution 73.25)**

Stori Zinkhann joined the meeting at 6:04pm.

**Fiscal Officer's Report:
Financial Update**

- EPL received the 2nd half levy payments. Total received in 2025 is higher than estimated by the Auditor's Office due to collection of delinquent taxes.
- PLF Funding is projected to end the year on budget.
- Other Income compared to prior year is down due to one-time payments received in 2024.
- Operating Expenses are trending on budget despite the significant expenses related to the temporary HVAC unit at West River. There have been cost savings in other areas.
- A transfer of \$250,000 from the General Fund to Building Fund for 2026 Capital Projects is requested. Ray Armstrong moved to approve the transfer of \$250,000 from the General Fund to the Building Fund. Dwayne Redding seconded the motion. The Board approved the transfer by Roll Call vote. **(Resolution 74.25)**

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

Sam Battle moved to approve the Fiscal Officer's Report. Maggie Leglise seconded the motion. The Board approved the Fiscal Officer's Report. **(Resolution 75.25)**

Director's Report:

Operations Updates:

- The new rebranding has been launched. The kickoff was a Carnival of Characters event on September 6th. All branches will be getting updated signage and promotional materials.
- A new performance appraisal system is underway to evaluate all staff.
- September is National Library Card Month. EPL is hosting library card sign up tables in the Elyria and LaGrange communities.
- EPL has discontinued the circulation of hot spot devices.

Legislative Updates:

- IMLS funding to potentially be reduced by 1% in the federal budget.
- Ohio Representatives have introduced bills that will impact current and future levies.

Upcoming Events:

An Author Talk by Eric Klineberg is scheduled for September 25th from 6:00-8:00pm at the Elyria Performing Arts Center.

Dwayne Redding moved to approve the Director's Report. Jeff Breese seconded the motion. The Board approved the Director's Report. **(Resolution 76.25)**

President's Report:

- The retirement party for Kathy Runser and the Carnival of Characters event were both well attended and successful events.
- Orientation of new Board Members is complete.
- A representative from the EPL Board of Trustees to the Foundation Board will be appointed at the January Annual Meeting.
- The nominating committee will be appointed at the October meeting. The committee will be responsible for gathering Board members interested in becoming officers in 2026.
- The schedule for the Director and Fiscal Officer's annual performance appraisal will be distributed at the October meeting.
- All Board documents have been transferred from Teams to Share Point.

Maggie Leglise moved to approve the President's Report. Dwayne Redding seconded the motion. The Board approved the President's Report. **(Resolution 77.25)**

Committee Reports:

EPL Friends: the group has been busy collecting, sorting and preparing for the Annual Book Sale on October 10th – 12th.

Keystone Friends: the Keystone Friends will host their Annual Book Sale on November 13th – 16th. An author event is scheduled for July 2026.

Foundation: no report given.

Ad Hoc Committees:

- The Board Recruitment Committee – the responsibilities of this committee have been fulfilled.
- Review of By-Laws – Debbie Kroupa and Koneake Lawrence are continuing to review the By-Laws of the EPL Board of Trustees.

Finance & Audit Committee: next meeting will be November 3rd.

Ray Armstrong moved to approve the Committee Reports. Maggie Leglise seconded the motion. The Board approved the Committee Reports. **(Resolution 78.25)**

Old Business: n/a

New Business: The contract with Wilkes & Company has been executed for the West River HVAC replacement project. An updated timeline will be provided at the October meeting.

Executive Session:

Maggie Leglise moved to enter Executive Session at 6:38pm to prepare for, conduct, or review collective bargaining strategy. Jennifer Starkey, Debby Perkins, and Jason Weimer were invited to the Executive Session. Jeff Breese seconded the motion. The Board approved the motion by Roll Call vote. **(Resolution 79.25)**

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

Ray Armstrong left the meeting at 6:51pm.

Sam Battle moved to exit Executive Session at 6:59pm and return to the regular meeting. Maggie Leglise seconded the motion. The Board approved the motion by Roll Call vote.

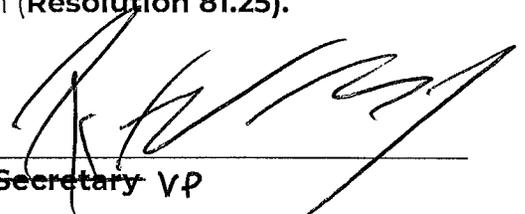
(Resolution 80.25)

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

Adjournment: Jeff Breese moved to adjourn the meeting. Dwayne Redding seconded the motion. The Board voted to adjourn the meeting at 7:00 pm **(Resolution 81.25)**.



President



Secretary VP