

2025 EPL Board of Trustees

Meeting Minutes

Monday, December 8, 2025

6:00pm, Central Branch

Attendees:

Trustees Present

Scott Serazin	Jeff Breese	Maggie Leglise
Sam Battle	Stori Zinkhann	Koneake Lawrence
Dwayne Redding	Debbie Kroupa	Patricia Schrull
Ray Armstrong (arrived at 6:15)		

Trustees Absent

Staff:

Jennifer Starkey	Debby Perkins	Hannah Schuetz
Tanya White	Frank Szuch	

Visitors: Wendi Zwaduk

The Board met at the Central branch library. Debbie Kroupa called the meeting to order at 6:03pm and welcomed all attendees.

Consent Agenda Items:

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

b. **Personnel Actions:**

Status Change – Hannah Schuetz, Administrative Assistant

c. **Memorials & Contributions:**

Patricia Schrull motioned to approve the Consent Agenda Items. Jeffrey Breese seconded the motion. The Board approved the Consent Agenda Items. **(Resolution 107.25)**

Fiscal Officer's Report:

Financial Update: In October, the state auditor Keith Faber issued a bulletin explaining how public entities that are tax exempt are to purchase items. The bulletin is an update to previously given guides by the state. A Purchasing Policy stating the procedures to be followed by staff has been created for reimbursements and purchase orders.

Patricia Schrull motioned to approve the Purchasing and Reimbursement Policy. Stori Zinkhann seconded the motion. The Board approved the Purchasing and Reimbursement Policy. **(Resolution 108.25)**

Other Items:

- Reviewed the current year's budget and the end of the year projection which is on budget. A previously projected surplus was readjusted due to the ongoing HVAC construction costs being paid for out of the general fund.
- Next year's Proposed Operating Budget and Temporary Appropriations were presented.

Scott Serazin motioned to approve the 2026 Temporary Appropriations Budget. Jeffrey Breese seconded the motion. The Board approved the motion by Roll Call Vote. (**Resolution 109.25**)

Ray Armstrong arrived to the meeting at 6:15pm.

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 motioned to approve the Fiscal Officer's Report. Maggie Leglise seconded the motion. The Board approved the Fiscal Officer's Report. (**Resolution 110.25**)

Director's Report:

Facilities Updates:

- The temporary rental HVAC unit has been removed from West River. The service company could not get the second-floor unit to engage, so fans are temporarily circulating air. Maintenance staff are manually adjusting the temperature until the new system is back online.
- The South branch recently had to close early because their rooftop unit was not working but has since been fixed and is currently back online.

Operations Updates:

- Staff development with organization-wide training from OPCI Cyber Security began in November. Half of the staff have already completed the training.
- Also working on internally developed training courses for the EPL Code of Conduct and the Patron First Promise. Going forward, we want to continue with staff trainings approximately once a month in an asynchronous, online format.
- Four librarians attended the OLC conference and gave feedback that it was an excellent learning opportunity for professional development.

Legislative Updates:

- The IMLS (Institute for Museum and Library Services) funding was reinstated. A U.S. District Court voted to overturn the executive order that shut down the IMLS. It takes effect immediately nationwide. Great news for the state library who provides many services to the library system.
- House Bill 137, which would allow a taxing authority to decline a proposed levy be put on the ballot, was voted out of committee. They still may go to vote in the House, but it has not been scheduled yet as of today.
- The Directors of Lorain County met together and talked about the possibility of Trustees being interested in getting together with Trustees from other libraries in the county to have a shared understanding of state and local legislative issues and funding affecting libraries.

General Updates:

- The Tree Lighting and Brighten up the Season Event at Keystone was a huge success. Central also has the Ginger & Frost program coming up on December 15th from 5:30pm-7:30pm, which will include many different activities to participate in throughout the night.
- The library is very close to filling the open Director of Communications position, and it is very likely that the position will be filled by the next Board meeting in January.

Maggie Leglise motioned to approve the Director's Report. Patricia Schrull seconded the motion. The Board approved the Director's Report. (**Resolution 111.25**)

President's Report: The Keystone program was great and had a large attendance. It has been discussed whether to appoint someone for representation in January to the Foundation Board as outlined in their bylaws. It has been requested that Board members complete the OPCI Cyber Security training by the January board meeting. Also gave the Trustees a reminder to stay up to date with the OLC Trustee Newsletters that are sent to their emails. The Board SharePoint files have been updated and are current for 2025.

Ray Armstrong motioned to approve the President's Report. Patricia Schrull seconded the motion. The Board approved the President's Report. (**Resolution 112.25**)

Committee Reports:

EPL Friends: Working on cleaning up anything that was left over from the book sale and cleaning the sorting rooms for next year.

Keystone Friends: Got another sorting room and bought tables for the book sale. The book sale was great and allowing for credit card sales was very beneficial. The Keystone Tree Lighting was very popular and a success.

Foundation: Next meeting is tomorrow morning, December 9th.

Ad Hoc Committees: Ad Hoc Committee for Nominating Committee reported that they have Trustees interested in leadership positions. The list of names will be emailed to the Trustees before the January meeting.

Finance & Audit Committee: Not meeting until next year.

Koneake Lawrence motioned to approve the Committee Reports. Sam Battle seconded the motion. The Board approved the Committee Reports. **(Resolution 113.25)**

Old Business: n/a

New Business: n/a

Executive Session:

Jeffrey Breese motioned to enter Executive Session at 6:41pm to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Patricia Schrull seconded the motion. The Board approved the motion by Roll Call vote. **(Resolution 114.25)**

Roll Call Vote	Yes	No	Abstain	Absent
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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 motioned to exit Executive Session at 7:05pm and return to the regular meeting. Dwayne Redding seconded the motion. The Board approved the motion by Roll Call vote. **(Resolution 115.25)**

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			

After the Executive Session one motion was raised:

Maggie Leglise motioned to approve the Fiscal Officer's annual performance appraisal and salary increase as discussed in the Executive Session. Sam Battle seconded the motion. The Board approved the motion by Roll Call vote. **(Resolution 116.25)**

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: Ray Armstrong motioned to adjourn the meeting at 7:09pm. Scott Serazin seconded the motion. The Board voted to adjourn the meeting. (**Resolution 117.25**).

Alannah Kausch

President

Koneah Lawrence

Secretary