

2025 Annual EPL Board of Trustees Meeting Minutes
Monday, January 13, 2025
6:00 m, Central Branch

Attendees:

Trustees Present

Debbie Kroupa Maggie Leglise Koneake Lawrence Scott Serazin
 Jessica Schneider Patricia Schrull Rhonda Smith Sam Battle Ray Armstrong

Staff:

Kathy Runser Macy Southard Debby Perkins Jennifer Starkey

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

Nomination of Officers

Ray Armstrong and Debbie Kroupa worked as the Nominating Committee and delivered nominations at the December meeting. There was nothing added to the election of officers for today.

Motion to appoint Debbie Kroupa as Board President for 2025. (***Resolution 1.25***)

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa			X	
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

Patricia Schrull moved to approve Resolution 1.25. Jessica Schneider seconded the motion. The Board approved Resolution 1.25.

Motion to appoint Ray Armstrong as Board Vice President for 2025. (***Resolution 2.25***)

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong			X	
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

Scott Serazin moved to approve Resolution 2.25. Rhonda Smith seconded the motion. The Board approved Resolution 2.25.

Motion to appoint Jessica Schneider as Board Secretary for 2025. (**Resolution 3.25**)

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Jessica Schneider			X	
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

Maggie Leglise moved to approve Resolution 3.25. Ray Armstrong seconded the motion. The Board approved Resolution 3.25.

Annual business

Motion to approve the 2025 Board Meeting Calendar/Locations. (**Resolution 4.25**)

Rhonda Smith moved to approve Resolution 4.25. Patricia Schrull seconded the motion. The Board approved Resolution 4.25.

Motion to appoint Debby Perkins as the Fiscal Officer for the 2025 fiscal year and acknowledge that the Fiscal Officer is in the 2nd year of a three-year contract. (**Resolution 5.25**)

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

Koneake Lawrence moved to approve Resolution 5.25. Jessica Schneider seconded the motion. The Board approved Resolution 5.25.

Motion to acknowledge that the Fiscal Officer and Deputy Fiscal Officer are bonded. The Fiscal Officer and Deputy Fiscal Officer each have a \$50,000.00 surety bond through the library's insurance carrier. (**Resolution 6.25**)

Rhonda Smith moved to approve Resolution 6.25. Sam Battle seconded the motion. The Board approved Resolution 6.25.

Motion to permit Debby Perkins, Fiscal Officer, to invest Elyria Public Library System's funds to achieve the maximum interest yield yet retain a positive cash flow for expenditures. Fiscal Officer will establish accounts as necessary (checking, money market, savings, etc.). Funds will be invested within the guidelines of the Ohio Revised Code.

Funds may be transferred for maximum investment yield among banking institutions with which ELPS has current depository agreements.

Funds may be transferred within the same banking institution to various investment accounts.

All interest will be transferred into the respective fund that the investment was made from.

Investments beyond the period of one year cannot be completed without Board approval. (**Resolution 7.25**)

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

Patricia Schrull moved to approve Resolution 7.25. Ray Armstrong seconded the motion. The Board approved Resolution 7.25.

Motion to change/update bank signatories to Board President, Fiscal Officer, and Deputy Fiscal Officer. (**Resolution 8.25**)

Roll Call Vote	Yes	No	Abstain	Absent
Debbie Kroupa	X			
Jessica Schneider	X			
Maggie Leglise	X			
Scott Serazin	X			
Sam Battle	X			
Ray Armstrong	X			
Koneake Lawrence	X			
Patricia Schrull	X			
Rhonda Smith	X			

Scott Serazin moved to approve Resolution 8.25. Rhonda Smith seconded the motion. The Board approved Resolution 8.25.

Informational- All branches of the Elyria Public Library will be closed on all Sundays, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas. There will be two full staff days instead of 1 full day and 2 half days. This will ensure a less disruptive schedule for patrons and staff schedules.

Adjournment: Rhonda Smith motioned to adjourn the annual meeting. Patricia Schrull seconded the motion. The Board voted to adjourn the annual meeting at 6:12pm. (**Resolution 9.25**)

2025 EPL Board of Trustees
Regularly scheduled meeting

Debbie Kroupa called the meeting to order at 6:13 pm.

Consent Agenda Items:

a. Approval of December 2024 monthly meeting minutes

b. Personnel Actions:

New Hires: Janeva Thompson, Tech II - WR Circulation

c. Memorials & Contributions:

Lauren Kolody	\$300.00	In Honor of Gerald Crum
Lorain County	\$9,500.00 approx.	Charlie Cart Donation
Office on Aging		

Jessica Shneider moved to approve the Consent Agenda Items. Ray Armstrong seconded the motion. The Board approved the Consent Agenda Items. (**Resolution 10.25**)

Fiscal Officer's Report:

Public Library Funding

In December, EPL received an additional \$10,000 payment from the State for PLF Funding. Overall, the libraries in the state of Ohio received an additional \$2m. This was related to the loss of revenue during the "Sales Tax Holiday" weekend in the fall.

In December, The State issued a revised estimate for the Public Library Funding for 2025. The revised estimate is \$10m higher than the one issued in July 2024. The net effect on EPL if the new estimate is accurate would be \$50,000 in additional funding.

Revise Credit Card Policy:

Motion to revise the Credit Card to add the Administrative Assistant to the authorized card holders. (**Resolution 11.25**)

Patricia Schrull moved to approve Resolution 11.25. Rhonda Smith seconded the motion. The Board approved Resolution 11.25.

2024 Year End Financial Statement:

Revenue exceeded budget in 2024 due to higher interest earnings, OTSCIF funds received from the state, and the Baracscai estate distribution.

Expenses:

- With an average of 5 FTEs open throughout 2024, salaries and benefits were \$280,000 under budget.
- Purchases of print materials and E-Media were lower than anticipated by \$67,000 in 2024.

- Overall Operating Expenses were lower than budgeted, especially in the areas of building maintenance, computer hardware and software, and Furniture and Equipment purchases.
- Because of the operating cost savings, funds were transferred to the Building Fund to appropriate for the capital projects in 2025 at West River.

Ray Armstrong motioned to approve the Fiscal Officer's Report. Koneake Lawrence seconded the motion. The Board approved the Fiscal Officer's Report. (**Resolution 12.25**)

Director's Report:

West River Storytime room: The project will consist of new flooring, replacing cabinets, adding a wall mounted digital monitor, a larger sink, a sitting rug, a table and chairs, and an attractive entry threshold. We are still discussing paint and all finishes, colors, and design elements.

WhoFi's Question Sets – a new system, free to us through ClevNet - Managers have been trained on it, it allows for each staff role to only have access to what statistic that they are responsible. This will help with trends tracking, pulling data and creating automatic reports. Question Sets will be launched for our staff to use on January 1st.

Charlie Cart added: EPL has accepted a donated new Charlie Cart offered by the Office on Aging. It is an electricity powered cooking cart, complete with equipment, workspace and cooking surfaces. Staff are being trained through the winter months, and the cart will be housed at South, but can be moved to other branches for use elsewhere.

EWOC services operations: The EWOC vehicle and technology services operate from the Outreach Department whereas they were previously operating from South branch. It is our Strategic plan's last year, and we will be working over the next few weeks to map out our actions and goals for 2025. Next month the board will get an update.

Events: We are hosting our internal Managers' Workshop :“A Managers' Guide to Building and Nurturing a Positive Workplace Environment”. For this Managers' retreat, we invited the management and leadership team from the Lorain Public Library to join us.

Discussion Items:

- **Faxing fees:** Some surrounding libraries don't charge a fee but EPL has been charging a dollar per page, which adds up for patrons sending large packets. The documents that need faxing are almost entirely for government, medical and social service needs, not for any personal profit. We are looking into a new cost model to keep the charges minimal.
- **Budget advocacy:** State library funding advocacy will be heightened in the next 6 months while the state biennium budget is being developed. Legislative day is coming up in April. EPL will have the opportunity to talk with local state reps. and demonstrate the necessity of libraries.

Maggie Leglise motioned to approve the Director's Report. Koneake Lawrence seconded the motion. The Board approved the Director's Report. (**Resolution 13.25**)

Presidents report:

The President discussed the Board recruitment for 2025 open seats on the Board, more information to come.

The Board files are to be organized and sorted through (contracts, addendums, by laws, etc.) for clear and easy Board access.

OLC updates: House bill 257 will authorize certain public bodies to meet virtually, if approved it will go into effect 90 days later. If approved, the Board's by-laws will need to be updated accordingly.

OLC awards: Looking ahead, the President will share any future awards and potential nominations/ideas.

Ray Armstrong motioned to approve the President's Report. Maggie Leglise seconded the motion. The Board approved the President's Report. (**Resolution 14.25**)

Committee Reports:

Elyria Friends: The Friends wrapped up the 2024 year with a donation total of \$9,900. Going into the new year, the Friends have a new idea of creating a calendar. Their next project is to finish sorting through Jane Lovell's plentiful donation of books with close to 95% of the books picked up.

Foundation: Next meeting at West River on Wednesday, update at the February meeting.

AdHOC/Nominating committee: Nominating committee closed.

Jessica Schneider motioned to approve the Committee Reports. Ray Armstrong seconded the motion. The Board approved the Committee Reports. (**Resolution 15.25**)

New business:


Appointment for the Finance Audit Committee of 2025:

Scott Serazin, Maggie Leglise and Sam Battle will serve on the Finance Audit Committee for 2025.

Adjournment: Ray Armstrong motioned to adjourn the meeting. Koneake Lawrence seconded the motion. The Board voted to adjourn the meeting at 6:49pm. (**Resolution 16.25**)



President


Vice President