

2025 EPL Board of Trustees

Meeting Minutes

Monday, May 12, 2025

6:00pm, South Branch

Attendees:

Trustees Present

Debbie Kroupa
Scott Serazin

Maggie Leglise
Koneake Lawrence

Jessica Schneider
Ray Armstrong

Patricia Schrull

Rhonda Smith

Trustees Absent

Sam Battle

Staff:

Macy Southard
Debby Perkins

Frank Szuch
Jennifer Sallay

Kathy Runser

Jennifer Starkey

Visitors:

Wendi Zwaduk

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

Consent Agenda Items:

a. Approval of April 2025 monthly meeting minutes

b. Personnel Actions:

Resignations:

Pamella Lewellen - Librarian - Keystone

Allison Monai - Librarian - West River

c. Memorials & Contributions:

EPL Friends - Keystone

\$74.95

Books on LaGrange
History

Jessica Schneider moved to approve the Consent Agenda Items. Patricia Schrull seconded the motion. The Board approved the Consent Agenda Items. (**Resolution 39.25**)

Fiscal Officer's Report:

Financial Update:

Current year-to-date financial is provided with a comparison to last year as well as a projection for 2025.

- PLF is currently trending higher than budget and prior year.
- Investment earnings are down compared to both budget and prior year due to the decline in interest rates.
- Salaries & Benefits are trending below budget in 2025 due to open positions and staffing changes.

- Operating Expenses are comparable to the previous year and budget.

Ray Armstrong entered at 6:04 pm.

Bond Payment: The interest payment on the bonds is due in June. Request a motion to transfer \$269,204.83 from the General Fund to the Debt Service Fund for this payment.

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			

Rhonda Smith motioned to approve Resolution 40.25. Maggie Leglise seconded the motion. The Board approved Resolution 40.25. (**Resolution 40.25**)

FY 2025-2026 Health Insurance Premiums: EPL received the projected rate changes for the next fiscal year from Stark County Schools Council of Governments. There is an estimated 4.97% increase to medical insurance with no increase for dental or vision.

West River HVAC project: the contract with Karpinski Engineering as the design engineer was signed April 30, 2025. Karpinski will begin the design phase on or around May 30th. The bid documents are scheduled to be posted by July 7th.

Patricia Schrull motioned to approve the Fiscal Officer's Report. Rhonda Smith seconded the motion. The Board approved the Fiscal Officer's Report. (**Resolution 41.25**)

Director's Report:

Facilities and project updates

Story time room renovation is nearly complete. West River team has adapted to the construction, and it has been a very smooth project. Staff have been flexible; Frank and the maintenance team have put in a lot of effort. The Library Design firm has been easy to work with, and we have received good feedback so far from staff!

Story time room unveiling: The Capasso family will be at the event to give their remarks starting at 10:30am. After the remarks, at 11am there will be a royal story time. Smooth project,

Operations updates

EPL collaborated with Lorain Public Library and Cuyahoga County library to submit a grant application for state grant for digital inclusion projects.

Events

Summer Reading Program Kickoff – May 27 4 - 6pm at Central
Story Time Room dedication - June 4

Guest Speakers

Jen Sallay – Information Services manager – Central Library. Jen Sallay discussed recent successful programs, fruitful partnerships, layout changes and space use at Central.

The Central Reference team is doing great, the new staff are making connections with the teens, added more programming (focusing on popular programs), and added signs/activities for patron interaction.

After the Community survey findings, it was necessary to make some shifts in the collection to allow for better flow and to accommodate patrons. This team added SAT & ACT prep programs and more digital items like Launchpads, Whazoodles and more! They have also added computer and phone charging stations, a mobile welcome desk, and community partnerships too.

Koneake Lawrence motioned to approve the Director's Report. Jessica Schneider seconded the motion. The Board approved the Director's Report. **(Resolution 42.25)**

Presidents report:

The President discussed the Trustees dinner event, she attended and while there, topics of State and Library funding were discussed. State and Library funding started in the 1930s and the Library Trustees were the advocate, as the budget process continues, it is important for the Trustees to be reaching out to Legislators.

Keep an eye on OLC website – there is a new website with an added advocacy page. The Senate is looking at the budget now and hopefully it's ready by July 1.

Koneake Lawrence motioned to approve the President's Report. Patricia Schrull seconded the motion. The Board approved the President's Report. **(Resolution 43.25)**

Committee Reports:

Friends of EPLS

Longtime member of EPLS friends passed away and the family have announced donations to be sent to the Friends. Jane is a lifetime member and will be on the memorial plaque at West River.

Next month, on June 4th Applebee's will host the EPLS Friends' Dine to Donate event. The Friends will receive 15% profit of what's ordered.

Friends of EPLS Keystone

The Friends have finished the float and it's ready for the upcoming parade. The Friends are also working on setting up electronic payments for people to join/sign up. At the storybook stroll it will be announced where people can buy books to help Historical Society raise money.

It is undecided whether the Friends will host a donation day this year due to a shortage of help and satisfaction with current donations. A potential author event to come instead of the typical brunch event.

AD HOC Committee

Recruitment: has gone well so far there have been 3 applicants, and the application closes on May 19. Share on social media!

Finance Committee

No big updates besides finding an old investment policy which the team is looking to update.

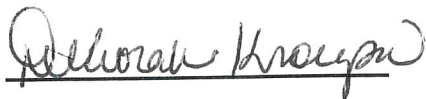
Ray Armstrong motioned to approve the Committee Reports. Scott Serazin seconded the motion. The Board approved the Committee Reports. **(Resolution 44.25)**

Old business:

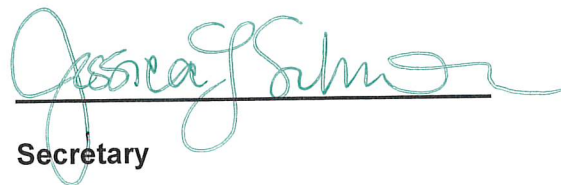
West River Parking Lot Project

The parking lot is complete and looks great! Shout out to Debby and Frank with their help throughout this whole process. Change orders were only roughly \$12,000 extra, which fell within the budgeted range. The company recommends sealing next year.

Adjournment: Ray Armstrong motioned to adjourn the meeting. Patricia Schrull seconded the motion. The Board voted to adjourn the meeting at 6:50 pm. (**Resolution 45.25**)

A handwritten signature in dark ink, appearing to read "Deborah Knappe", written over a horizontal line.

President

A handwritten signature in green ink, appearing to read "Jessica J. Schum", written over a horizontal line.

Secretary