

**CALL TO ORDER**

The meeting was called to order by President El-Khoury at 6:00 p.m.

Present: Ms. Clampitt, Mrs. El-Khoury, Mr. Mackey, Mr. Monin, Mrs. Petruccio, Mrs. Prengaman, Dr. Valentino.

Absent: *no absences*

Also present: Director Eric Linderman; Assistant Director Cassie Thayer-Styes; Fiscal and Compliance Officer Vicki Simmons; Executive Assistant/Board Liaison Trisha Lastoria.

Citizens present: Josef Riccio – Willoughby Hills Library and Jena Payne – Willoughby resident

Additions to the agenda: *no additions*

Citizens’ Comment: Mr. Linderman welcomed and introduced Josef to the Board

President El-Khoury presented the following minutes for approval:

- February 16, 2026, Regular Meeting of the Board of Trustees

**MOTION 18-26**

Mr. Monin moved and Mrs. Petruccio seconded that the following minutes be approved as presented.

- February 16, 2026, Regular Meeting of the Board of Trustees

On roll call the following vote was cast: All “Ayes”. Motion carried.

**FISCAL OFFICER’S REPORT**

<b>PLF</b>	<b>2025</b>	<b>2026</b>	<b>% Increase</b>
<b>March</b>	\$187,402.55	\$197,515.44	5.40%
<b>YTD</b>	\$632,464.59	\$590,321.13	-6.66%

**MOTION 19-26**

Mrs. Petruccio moved and Mrs. Prengaman seconded that the Board approve the February 2026 Fiscal Officer’s report:

FEBRUARY LIST OF BILLS PAID:	<b>\$820,664.89</b>
FEBRUARY FINANCIAL STATEMENT:	YTD

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees, Monday, March 16th, 2026, 6:00 p.m. Willoughby Hills Library

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$1,020,765.69	\$1,414,635.87	\$1,615,612.67
Grants	\$0.00	\$0.00	\$0.00
Corona Virus Relief Fund Public Library	\$0.00	\$0.00	\$0.00
Carnahan Memorial Fund	\$99,797.90	\$0.00	\$99,797.90
Capital Projects Fund	\$7,403.46	\$244,130.14	\$1,219,636.42
Building Construction	\$0.00	\$0.00	\$0.00
Computer Information	\$0.00	\$30,624.45	\$24,575.55
Eastlake Coal Plant	\$0.00	\$0.00	\$0.00
Worrallo Fund	\$0.00	\$0.00	\$13,537.79
<b>TOTALS</b>	<b>\$1,127,967.05</b>	<b>\$1,689,390.46</b>	<b>\$2,973,160.33</b>
FEBRUARY INVESTMENTS	\$2,476,199.40		

On roll call the following vote was cast: Ms. Clampitt, “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey, “Yes”, Mr. Monin “Yes”, Mrs. Petruccio, “Yes”, Mrs. Prengaman “Yes”, Dr. Valentino “Yes”. Motion carried.

**Discussion was held on ideas of how to use the Carnahan Trust fund.**

**COMMITTEE REPORTS**

**BUILDINGS (Petruccio, Mackey, Prengaman)** *did not meet*

**FINANCE AND PLANNING/AUDIT (Monin, Valentino, Prengaman, citizen-vacant)** *did not meet*

**PERSONNEL (Clampitt, Monin, Valentino)** *did not meet*

**MOTION 20-26**

Ms. Clampitt moved and Mr. Monin seconded that the Board approve the Personnel Actions report as presented.

On roll call the following vote was cast: All “Ayes”. Motion carried.

**POLICY (Mackey, Clampitt, Petruccio)** *did not meet*

## **ADMINISTRATION REPORT**

### **MOTION 21-26**

Mr. Monin moved and Mrs. Petruccio seconded that the Board approve the closure of the Library on May 4 for the WEPL 2026 Staff Development Day at Willoughby Hills Library.

On roll call the following vote was cast: Ms. Clampitt, “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey, “Yes”, Mr. Monin “Yes”, Mrs. Petruccio, “Yes”, Mrs. Prengaman “Yes”, Dr. Valentino “Yes”. Motion carried.

### **MOTION 22-26**

Mrs. Petruccio moved and Mr. Mackey seconded that the Board approve the four-year agreement with OPLIN for four internet data lines, with a total cost of \$8,000.00 per year.

On roll call the following vote was cast: Ms. Clampitt, “Yes”, Mrs. El-Khoury “Yes”, Mr. Mackey, “Yes”, Mr. Monin “Yes”, Mrs. Petruccio, “Yes”, Mrs. Prengaman “Yes”, Dr. Valentino “Yes”. Motion carried.

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## **Director’s Report/Eric Linderman**

### **Strategic Plan**

The community survey has closed and our partner on this, NEO-RLS (Northeast Ohio Regional Library System), has told us there are over 400 electronic responses. Additionally, we have collected 71 completed paper surveys. I suggest that the next step after this, once surveys have been studied, will be to organize meetings with community stakeholders, including schools, senior centers, local businesses and area non-profits. Survey results will help to inform us about our priorities for collaboration with these groups.

Following that, I would like to organize discussions with the WEPL Board and then groups of library staff. As we move toward the end of the process, I believe we will be able to talk with the library management and Board about translating community feedback into service priorities. Then, as we move from established priorities to achievable goals, we will work with specific groups of library staff, who will be best qualified to take the “what and why” and move to “how and when.”

### **Staff Development Day**

The committee that plans our annual staff development day has established May 4 as the day for this year’s program. Now that planning for this has been underway, I am asking the Board to approve that Monday as a day to be closed to the public.

ALICE active shooter training will be on the agenda. Also, Sarah Vargo will present a program for staff outside the children’s departments to learn more about the work of our children’s staff. In the afternoon, we will have representatives from AllOne Health and Aflac to talk about our employee assistance program as well as insurance benefits that are available to staff. And since we like to have something enjoyable for the staff on this

day, Cleveland Metroparks will be on site with owls. I hope to see members of the Board at our staff development day to spend time with us and to present the annual Board Award.

#### [Meeting with New Boosters Leadership](#)

I, Patrick, Cassie, and Michelle Hudson met with the Boosters new president, Beth Frankos and new vice president, Andrea Foust. We had a very good conversation, and I am impressed with their intelligence, enthusiasm, and genuine interest in supporting the work of the library.

With the introduction of a new group like this, it is important to establish mutual agreements about the work done by the library, and how a volunteer group like the Boosters can be helpful without overstepping necessary boundaries. Beth and Andrea were very clear with us that they want to follow our guidance so they can support us in doing our jobs.

#### [Proposed Agreement with OPLIN for Data Lines](#)

We currently receive our primary data supply from the Ohio Public Library Information Network (OPLIN), which is funded by a line in the state budget. This primary line supplies the data connection at the Willowick Library. We then pay Spectrum for additional lines to carry internet to our other four locations. Our last 5-year contract for these lines was \$8,496 per year. Our current cost for these, since we are between contracts, is \$9,578.52 per year. We also have a new line that directly supplies our Administration site, which is not yet under a new contract and currently costs \$12,702.48 per year. So, based on current costs, which are eligible for a 60% E-Rate discount, the annual total comes to \$8,912.40 after the discount is applied.

We now have the opportunity to receive lines at each of our locations directly from OPLIN at an annual cost of \$8,000 (\$2,000 per line in addition to the primary line that we already receive). In this case, E-Rate discounts would go to OPLIN and not us, so the price would be fixed at \$8,000 per year. Depending on the cost of a contract with Spectrum or another provider, this could be more or less than we would pay under the current arrangement. We have not yet received bids that are part of the E-Rate filing process, but our decision about working with OPLIN must happen this month due to an E-Rate filing deadline for OPLIN.

I am recommending that we enter into a 4-year agreement with OPLIN at the price noted above. The greatest benefit to this arrangement will be direct lines to each of our locations. Over the years, we have experienced numerous problems due to the data hub at the Willowick Library. When there is a failure at this location, it affects internet and VoIP phone service at all of our locations. Barring a total failure at the OPLIN source, which we have not experienced to my recollection, a problem with a connection at one location will not affect the others.

#### [New Supervisors Academy](#)

Every year, we send new staff with supervisory responsibilities to a year-long series of workshops organized by NEO-RLS to learn about the challenges of supervising staff and good practices for management. This year, I was asked by NEO-RLS to participate in a panel discussion about the importance of having a positive attitude. For my part of the discussion, I reflected on my own career and how, prior to working at WEPL, I responded when I managed and worked with people who did not approach their work with a positive attitude. My general message to the group was to approach challenges as opportunities for growth.

I was happy to see our new Willoughby Hills circulation supervisor, Josef Riccio, at this event. Josef has already been working very well with the library staff, both at Willoughby Hills and at our other locations. He is very pleasant to talk to and certainly has the right attitude!

### [Willoughby Arts Activities](#)

We are building strong partnerships with the fine arts community in Willoughby, and this is rooted in our contributions to the Annual ArtsFest. I was invited to a board meeting of the Willoughby Arts Collaborative (WAC) on March 9. WAC is a group of artists and art supporters that organizes public art projects around Willoughby. WAC also partners with us on projects including activities in the Kids' Studio section of ArtsFest.

I was impressed with the enthusiasm of this group in this meeting as they discussed ideas for projects. Mayor Fiala shared information about outdoor construction projects including work to develop the lakefront section of Osborne Park.

As shared at the meeting, WAC is planning an ArtsFest project that will include a textural archway made of different fibers. Our children's staff will create craft projects to complement this idea. This idea, along with Chris Gumal's Tiny Art Show, was also discussed at our meeting of the ArtsFest planning committee on March 11.

### [Schaefer Room at Willoughby Hills Community Center](#)

I spoke recently with Michael Kenny, the new law director for the city of Willoughby Hills. I agreed to come up with a lease agreement, which I will share with our legal counsel, to begin our use of the space on an ongoing basis for two years. As I discussed with the mayor and Mr. Kenny, this will be a simple lease of \$1,200 per month with no added charges for utilities.

### **Assistant Director's Report/Cassie Thayer-Styes**

#### [Collections / Interlibrary Loan](#)

Our library system continues to be among the first within the CLEVNET consortium to receive bestselling titles, often obtaining them several weeks before other member libraries. As a result, the Materials and Processing (MAP) and Interlibrary Loan (ILL) staff have been especially busy processing and distributing these materials to our patrons as well as to other CLEVNET libraries. I have assisted with this work when possible. At this time, the situation appears to be temporary, but we will continue to monitor it closely. MAP has recently returned to full staffing following several absences. Staff members are currently learning a new vendor workflow, and the small backlog of materials is expected to be resolved soon.

In February, ILL sent out 25% more books than we received compared to February 2025. At this time last year, the trend was the reverse, with more items being received than sent out. This shift has occasionally created a shortage of shipping boxes for ILL operations. While we had previously been providing surplus boxes to the Boosters for their upcoming book sale, these boxes are now needed for ILL shipments. The Boosters have begun purchasing their own boxes, which has helped alleviate concerns about supply for ILL.

#### [Building Signage](#)

I am currently working with Eric and Patrick to review building signage across our branches. The goal of this project is to ensure signage is as consistent as possible across the four branches and compliant with Americans

with Disabilities Act (ADA) accessibility guidelines. This will likely be a significant undertaking, and I will continue to assist with the project as time allows.

### [Museum Passes and Library of Things](#)

We are currently waiting for the final museum passes to arrive so they can be added to the system and made available to patrons.

The initial round of purchases for the Library of Things collection has been completed. I am working with circulation supervisors at each branch to determine appropriate and visible display locations for these items.

### [Patron Compliments](#)

Over the past several months, I have received a number of phone calls from patrons and have also reviewed several positive comments posted in our Google reviews highlighting the exceptional service provided by our staff.

Each branch has received recognition. The Eastlake branch has been specifically praised for its Makerspace projects, the Willowick children's staff have received multiple compliments, and staff at the Willoughby and Willoughby Hills branches have been recognized for their helpfulness and excellent customer service.

These comments reflect the strong commitment our staff demonstrate to serving the community, and I feel fortunate to work alongside such a dedicated team.

## **Marketing & Publishing Relations Report/Patrick Culliton**

### [Strategic Plan Survey](#)

The community survey for our Strategic Plan went out on Feb. 9. The number of results, particularly the digital version, are quite high! We will have more to share on this at the April Board Meeting.

### [Recycling](#)

We started recycling at the new Admin Offices! WM dropped our new dumpster on Feb. 23. Staff have been doing a great job of following the instructions and the process is working smoothly so far. Hopefully recycling at Admin can serve as a pilot program for adding it at all of WEPL in 2027!

### [Pollinator Rain Garden](#)

The contract for our pollinator rain garden, built with the generosity and partnership of Chagrin River Watershed Partners, is signed! The garden will be installed on May 14 or 15 (rain/weather date). We are so excited for this beautiful, environmentally friendly, and educational addition to our Admin Offices green space!

### [Resilient Communities: Advancing Sustainability in and through Libraries](#)

Patrick completed the coursework portion of his ALA course. It was an intense 4 weeks of learning, but it was also enlightening and exciting and will pave the way for future sustainability initiatives!

### [News-Herald](#)

Willoughby-Eastlake libraries host Empty Bowls food drive, 2.7.26

### Paid Print Ads

Camp Guide Listing - News-Herald

Camp Guide Special Edition - County Kids

### Program Photos

Photos at Taylor Swift Sing-along, 2.7.26 (MR)

BHM Live on Instagram with Brianna Mayle, 2.16.26 (MR)

### Blog Posts

Program Pairing: First Chapter Reading Club, 2.5.26 (MR)

Program Pairing: Rainbow Roundtable: Tabletop Roleplaying Games, 2.10.26 (MR)

Springing the Challenge onto Adult Patrons, 2.13.26

Black History Month Live Recommendations, 2.23.26 (MR)

### Community Outreach

United Way Hunger Coalition Mtg, 2.5.26 (MH)

Boosters Annual Mtg. New Board Voted In, 2.7.26 (MH)

Breckenridge Book Club, 2.10.26 (MH)

Willoughby Senior Center Health Fair, 2.11.26. 98 Attended. (MH & MR)

Willoughby Senior Center Book Discussion, 2.23.26 (MH)

Breckenridge Book Discussion, 2.26.26 (MH)

### Professional Development

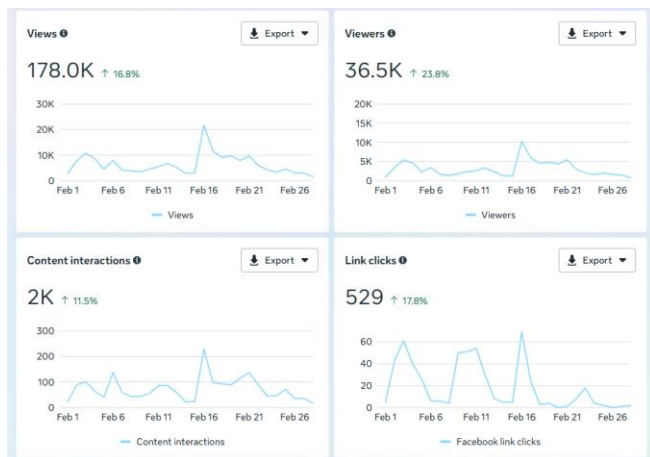
Effective Library Signage: Tips, Tricks, and Best Practices, ALA Webinar, 2.4.26 (PC)

Resilient Communities: Sustainability - Office Hours, 2.12.26 (PC)

Unique x Willoughby - Eastlake Library: Marketing Review, 2.27.26 (PC)

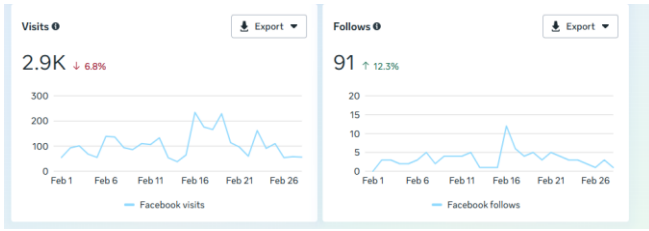
### Digital Media Stats

#### Facebook

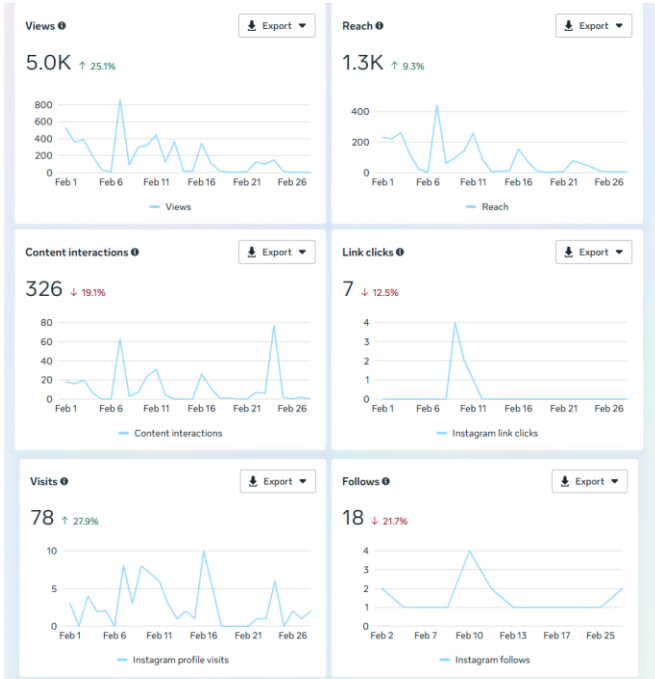


# WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

Regular Meeting of the Board of Trustees, Monday, March 16th, 2026, 6:00 p.m. Willoughby Hills Library



## Instagram



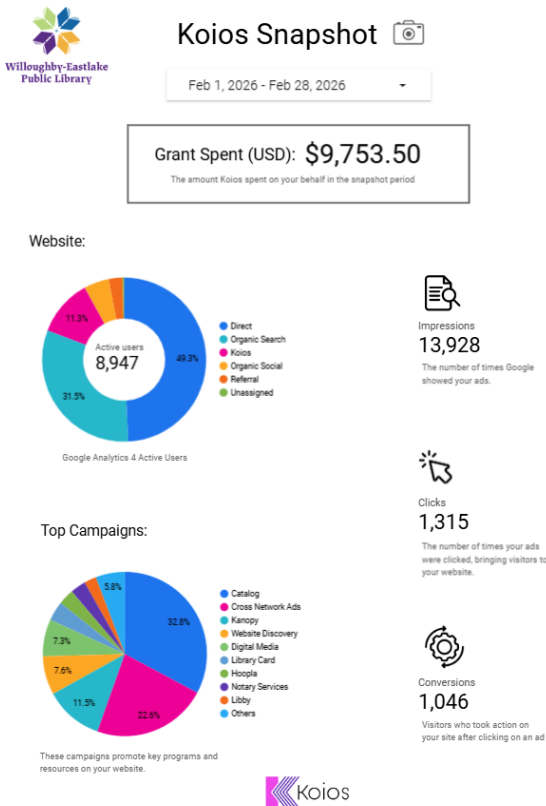
## e-newsletters

### Email Overview

**Emails Sent:** 21,489  
**Unique Opens:** 42.32%  
**Unique Views:** 0.05%  
**Total Clicks:** 708  
**Mobile:** 1.81%  
**Desktop:** 98.19%

Emails - sort by date	Unique Opens	Unique Views	Total Clicks	Unique Clicks	Individual Link Clicks	Bounces	Unsubscribes
<b>Copy of 2.2.26</b> (★ item) Folder: WEPL E-Newsletters Subject: Fun Programs, Your Valuable Input, Streaming Movies, and More! to 10,729 people on 2/16/26	4,371 40.9%	5 0.05%	342	192 1.79%	295	41	0
<b>Community Survey 2.9.26</b> (★ item) Folder: WEPL E-Newsletters Subject: Help Us Help You! to 10,760 people on 2/9/26	4,688 43.74%	5 0.05%	366	303 2.82%	322	41	0

*Koios (Google Ad Grant)*



**Collections & Digital Manager’s Report/Sarah Osinsky**

**Digital Services**

WEPL added the Cost-per-Circ model for Libby/Overdrive users. This allows us to fill requests on older or specialized titles that patrons request for a fraction of the cost of purchasing a “copy” of the title. The patron will be notified that the title is available and will have 3-4 days to check out the title. The library does not pay for titles that are offered but are not checked out. We can offer this lending model for titles with long holds lists and reduce wait time for patrons.

Our customer service representative at Overdrive reached out to me regarding an online marketing campaign for Kanopy to feature WEPL branches and staff members. I am working with Marketing Manager, Patrick Culliton, to coordinate this project. The filming is scheduled for Monday, March 23, 2026. Overdrive is providing the film crew.

WEPL has a new customer support representative with Midwest Tapes. I have scheduled a virtual meeting on March 13, 2026. Hoopla checkouts remain strong.

Databases were renewed for 2026.

### MAP/Collection Services

WEPL started ordering the majority of books from the library book vendor, Brodart, at the start of this year. Everyone involved from the collection selectors to the MAP staff have been patient and willing to learn in this vendor transition period. After a small production hold-up in January, MAP has been regularly receiving and processing materials for the branches. We are still working through some of the processes, but things are going well so far. Brodart has been responsive to inquiries and requests.

I have been meeting regularly with our Sales representative from Thorndike Press. We continue to order large print direct from Thorndike Press and Center Point Publishing. Many of the selectors have taken advantage of the 35% discount Thorndike Press offered, which is a substantial savings.

Sarah Vargo and I met with our sales representative from Library Ideas, the parent company of VOX books, on January 28. He told us about some of the improvements they've made to VOX and about their new partnership with Blinkist. Blinkist is an online resource (also available as an app) which provides print & audio summaries of over 8,000 book titles for busy people on the go. They are in the early stages of shopping this product to public libraries.

Cassie Thayer-Styes, Sarah Vargo & I met with our customer service representative from Playaway to discuss new products, and implementing a standing order plan for Wonderbooks to take advantage of discounts. Wonderbooks continue to be extremely popular and valued resource.

I scheduled collection meetings at all branches in March 2026. I hope to gain a greater understanding of the communities WEPL serves and how patrons use and interact with the collection. It is an opportunity to keep a historical record of the way the branches evolve to serve the community and keep pace with patron interests and needs. I seek to increase communication between my department and the branches we serve through these meetings and foster a collaborative environment.

### ILL/CLEVnet

The ILL Department is adapting well to their new space in the Administration building. We've made a few adjustments to the layout of the room for efficiency and safety.

January 2026 Packages (Boxes or Bags): Received 772; Sent 910

February 2026 Packages (Boxes or Bags): Received 775; Sent 874

### Eastlake Branch Report/Amy Winter

Tammy had a very successful Italian Art program with the Cleveland Museum of Art. The series continues this April with Renaissance to Runway. Her Fireside chat book club and Senior Center Book Club are going strong.

The Bridges Book Club (a Non-profit mental health service agency) has begun their monthly Book meetings at Eastlake again. Tammy curates their monthly book selection and helps guide the discussion along with the Bridges leaders.

## WILLOUGHBY-EASTLAKE PUBLIC LIBRARY

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Amy and Bryn continue Legends and Libraries: D&D one shots for grown-ups. Why should kids have all the fun playing games.

Amy brought to the library The Craftsy Workshop from Painesville. Patrons got to paint and take home a cute valentine Chef.



Amy continues the Make It Monday classes. And the one-on-one appointment requests and the 3d printing requests are growing in number.

MaryAnn worked on arranging the purchase of seeds for all four WEPL seed libraries with much thanks to Vicki and the Boosters for making it happen. Seeds have arrived!

Cathy continued her afternoon art hangout, Popcorn and Pencils, with a growing group of teens visiting every other week. She also led the Art Club into some very creative fun with Floating Stone paper lanterns and Pixel Art with Perler bead creations.



Sam, Jennifer and Khin held the third annual Bluey Bash with crafts, games, and Pop Culture Friends mascot photo op. They tried a new technique this year and had staggered start time sign-ups through the morning which really helped everyone find the parking space they needed.

Jennifer Hand two valentine themed programs with Hearts and Crafts and a Play Pretend: Valentine post office.

All three of the Story times are bit hits with the kids. There is something for everyone between the Messy Play, StoryLab, and Story Craft and Play.

### **Willoughby Branch Report/Brian Campbell**

Things at the Willoughby Library have not slowed down despite the frigid weather we have had since my last report. The warmer days we have been experiencing lately have us all looking forward to a busy spring and summer full of fun and engaging programs, including of course, Summer Reading. We also would like to congratulate three of our employees who are graduating this May. Karen Ross, Annabeth Suchy and Kelsie Cassidy are all graduating from their various programs. Their ability to go to school while providing such wonderful service to our patrons is amazing. We would also like to wish Kelsie the best of luck as she moves on from WEPL to pursue a reference position at Mentor Library. Kelsie has done tremendous work for WEPL the last three years, and we are sad to see her go.

Our circulation department is experiencing a wave of new services and item types this month. We are excited to have our pick-up lockers back online and patrons are relishing having the opportunity to use them again. Our Library of Things continues to expand rapidly. We have added lawn games, bird watching gear, Blu-ray players, and metal detectors just to name a few recent additions. What else would you like to see added to this collection? And, as if that wasn't enough, we also get to be the home of WEPL's new Museum Pass Collection. We are very excited to offer patrons access to cultural and educational venues in and around the area. This collection will be available to the public starting on April 1st and we cannot wait to see how popular it will be. We look forward to working with Sarah Vargo in the future to expand the number of places we can offer passes to.

Willoughby's children's department continues to offer fun and engaging programming for our younger patrons. Under Cara's direction we recently restarted the 1,000 Books Before Kindergarten Challenge, which we had a kickoff event for in January. Patrons can track their progress in Beanstack and can earn prizes as they go along. We have a pizza party event scheduled for the middle of August to keep excitement around the challenge going. The children's department also continues to lead the charge in our community outreach effort. We are partnering with the city of Willoughby again on their Second Saturday events which are held throughout the summer. While every Second Saturday is worth checking out, we are most excited about the event on July 11th because we are bringing Mr. Jeff back to Willoughby to perform! In keeping with the theme of Summer Reading, Unearth a Story, Willoughby's children's department has a pair of dinosaur themed events, Decorate a Dinosaur and Dino-lympics, which will allow kids to engage both their creative and energetic sides.

Our Teen department is keeping the SRC fun going with two dinosaur themed art classes led by Willoughby Middle School art teacher Sarah Frederick. The first will be a class geared towards painting models of dinosaurs and the second will be making/painting fossil coasters. Our teen librarian Anthony has also done work to redesign our chess club offerings, which continue to be in-demand. Our regular Saturday afternoon chess club will continue to meet once a month, but we are excited to start offering weekday night chess instruction classes aimed at more inexperienced players. Dylan Gray of Progress with Chess will work with younger players to ensure they know the basics of the game and then progress to more advanced strategies. Anthony is also excited to be presenting our annual Teen Photo Contest again this year which will culminate in a display during ArtsFest in July.

Along with the Teen Photo Contest comes another annual WEPL tradition that Willoughby is lucky to participate in, the Tiny Art Show. Chris has done a wonderful job growing this event every year she has run it. It continues to draw dozens of participants and hundreds of viewers to the gallery she sets up during ArtsFest. Our adult staff have a couple of big weekend events planned before SRC kicks off this year, including a meet and greet with Teddy and Edith Roosevelt reenactors in May. But we are most excited for our signature event on April 18th. Chris and Izzy have taken a seed of an idea I had a few years ago and turned it into a fully formed idea that our patrons are excited about. We are offering a guided tour of downtown Willoughby restaurants and shops. We had ten restaurants ask to be a part of the tour, which was an overwhelming response. We have had to waitlist a few of them. We have a long waitlist of patrons hoping to attend as well. We are in the process of trying to expand the program or offer it again in the fall to make sure we can accommodate everyone.

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### **OLD BUSINESS**

OLC Trustee Dinner - 6:00-8:00, Thursday, May 7<sup>th</sup> at the Embassy Suites by Hilton Cleveland Rockside  
OLC Executive Director Michelle Francis and Jay Smith, OLC Director of Government and Legal Services, will present the latest updates from the Statehouse and highlight key financial and policy issues impacting Ohio's public libraries, including recent developments related to property taxes.

**RSVP to Trish by Monday, April 20<sup>th</sup>**

### **NEW BUSINESS**

CPR/AED Class at the Administration Building for Admin staff, open to the Board members, Wednesday, April 15<sup>th</sup> 9:30-noon. **RSVP to Trish by Monday, April 13<sup>th</sup>**

**NEXT MEETING**, Monday, April 20th, 2026, 6:00 p.m., WEPL Administrative Offices

### **ADJOURNMENT**

### **MOTION 23-26**

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn at 6:50 p.m.

On roll call the following vote was cast: All "Ayes." Motion carried.

Respectfully submitted,

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Board President

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Board Secretary