



ROLL CALL & INTRODUCTION OF GUESTS

The regular meeting of the Board of Trustees of Elkhart Public Library was called to order by Renee' Cocanower, Vice President, at 5:30 p.m. at the Main Library, 300 S. Second St, Elkhart, IN.

Members present: Brian Byrn, Renee' Cocanower, Mary E. Davis, Carlos Esteves and Jennifer Nielsen. Janice E. Dean and Shannon Link were unable to attend.

Others present: Lisa Guedea Carreño, Director; and Jane A. Garoutte, Business Manager.

Staff or Guests present: Marsha Eilers, Assistant Director, Public Services; Tina Ervin, Department Head, Circulation; Gwen Robison, Assistant Director, Support Services; Erin Wagner, Human Resource Generalist; and J. C. Lee, Elkhart Truth reporter.

Vice President Renee' Cocanower appointed Jennifer Nielsen to serve as Secretary pro-tem in the absence of Mary E. Davis, who was delayed.

CONSENT AGENDA

There being no objections Brian Byrn moved

THAT the Board adopt the Consent Agenda as presented.

Jennifer Nielsen seconded.

Motion: Carried.

PRESIDENT'S BUSINESS

Director Annual Performance Evaluation

Vice President, Renee' Cocanower announced that she would chair the Director Annual Performance Evaluation committee, and called for two more volunteers. The Committee will bring a recommendation to the August Board meeting. Brian Byrn and Jennifer Nielsen volunteered.

New Board Member: Carlos Esteves

Renee' Cocanower welcomed new Board member, Carlos Esteves, who was appointed by the Elkhart County Council for a four year term to replace Scott Troeger. Mr. Esteves took the oath of office and was duly sworn in. Jennifer Nieslen moved

THAT Carlos Esteves to accept as Elkhart Public Library Trustee for the four year term from July 1, 2015 to June 30, 2019.

Brian Byrn seconded.

Motion: Carried

Committee to Review By-Laws

Renee Cocanower appointed Carlos Esteves and Mary E. Davis to review the By-Laws and bring recommendations for revision to the August Board meeting.

DIRECTOR'S REPORT

Additional Items to Director's Notes

Lisa Guedea Carreño, Director, reviewed GPL/EPL Consortium Statistics and graphs included in her Director's Report. She informed the Board that she would be meeting to discuss future collaborative efforts with organizations such as Horizon Education Alliance and CAPS.

Marsha Eilers, Assistant Director, Public Services reported that as of 2014, the *Elkhart Truth* is no longer being microfilmed. Marsha, Lisa Guedea Carreño, Director, and Mary Beth Schlabach will be meeting with Marshall King of the *Elkhart Truth* this week to discuss alternatives for the Library to obtain indexed and searchable digital copies of the paper for 2014 on.

Department Report

Tina Ervin discussed adult programming at the Main Library, a joint effort between the Circulation and Popular Materials departments. The Strategic Plan includes the goal of holding at least ten adult programs for 2015 designed around the strategic initiative of lifelong learning. Programs held this year already exceed this number. Tina presented photos and highlights of programs held during the first seven months of the year, and described several more being planned for the near future. She described the challenge of promoting library programming to reach more than regular patrons, noting that the lack of time and expertise as the greatest obstacles to improved promotion to citizens not currently regular library users.

UNFINISHED BUSINESS

Phase II Renovations

Lisa Guedea Carreño, Director, reviewed the Bond & Renovation schedule. Engineers and architect required more time to finalize plans to be used by bidders. Barring further delays, bids will be opened at the October 20 Board meeting and awarded at the November 17 Board meeting. Lisa, the Assistant Directors and other staff in areas affected by the renovations will meet with Eric Leedy, Architect, to discuss details. Leedy will be asked to develop a phased approach to the renovations, with the goal of keeping at least one or two meeting rooms available at all times. Main Library programming in the affected areas will continue through November, then will cease until the project is completed late in the Spring of 2016.

Sale of the Bonds is scheduled to close on December 3, and expenses currently appearing in the Operating Fund will be reclassified to the Bond Construction fund.

Strategic Plan Implementation Update

The Director reported that a four-hour Implementation Work Session is planned for August 20, at which managers and key staff will evaluate library programming. They will assess attendance compared to cost in money and time, and identify exactly what in the Strategic Plan the current and planned programming supports.

2016 Budget process

Jane A. Garoutte, Business Manager presented revenue and budget expenditure comparison reports. She reviewed the various revenue estimates and explained that the growth quotient of 2.6% limits the amount of taxes raised in the Operating and Debt Service (BIRF) funds combined. 2015 Operating Budget is \$6,979,348. The growth quotient limits 2016 total appropriations for both funds to 7,160,811. Umbaugh estimates that the first principal and interest payment due in 2016 to be \$185,000. This leaves \$6,975,811, for 2016 Operating budget.

She reviewed the four major budget categories: personnel, supplies, services and capital outlays. She reported that much discussion was needed regarding budget priorities in all four categories, and she will be planning for estimated circuit breaker cuts in the amount of \$925,000.

NEW BUSINESS

Marketing and Public Relations Update

Lisa Guedea Carreño, Director, presented a primer on marketing, public relations and more, and a summary of EPL's marketing activities and needs. She will meet with 3-4 consulting companies to pursue proposals and cost estimates for working with us the areas of creating a marketing plan and developing a systematic and cohesive approach to promoting Library programs and services. She will recommend a consultant to the Board at the August meeting and begin working with the chosen consultant soon thereafter.

Staff In-Service 2015/2016

Lisa Guedea Carreño, Director, reported that the Library has for many years closed on Veteran's Day for Staff In-Service so that those working a regular schedule of 20 hours or more per week could attend for training and team building exercises held on that day. She would like to bring in "The Black Belt Librarian", to speak to staff about dealing with difficult, even dangerous people. Unfortunately, he is unavailable on Veterans' Day 2015, but is available on Presidents' Day 2016. She requested the Board consider remaining open on Veteran's Day (November 11) this year, postponing In-service, and closing instead on Presidents' Day in February 2016. She is planning for this In-Service to be held off-site so that all staff can participate without distraction of other duties, including facilities and administrative staff who often find themselves working through-out the day and not able to avail themselves of the training opportunities offered. There being no objections Carlos Esteves moved

THAT the Library remain open on November 11, 2015 and close on Presidents' Day, Monday, February 15, 2016, for In-Service.

Mary Davis seconded.

Motion: Carried

Commitment to Join Indiana State Library Consortium for Public Internet Access for Funding year July 1, 2016 through June 30, 2017

Jane Garoutte presented the annual resolution required to commit to joining the Indiana State Library Consortium for Public Internet access. This allows the Library to qualify for e-rate funding of intranet services. There being no objections, Brian Byrn moved

THAT the resolution be approved as presented.

Mary Davis seconded.

Motion: Carried

Revised Job Descriptions

Erin Wagner, HR Generalist, presented three revised job descriptions for review:

- Computer Network Administrator
- Computer Network Assistant
- Department Head Facilities

She briefly described the minor changes. There being no further questions or objections, Brian Byrn moved

THAT the job descriptions be approved as presented.

Jennifer Nielsen seconded.

Motion: Carried

Questions and Information from Board, Staff, and Guests

Brian Byrn requested copies of job descriptions for the top ten or so positions in the organizational chart. Erin Wagner will follow up with him.

Renee' Cocanower extended condolences of the Board to President, Janice Dean, at the loss of her husband.

ADJOURNMENT

The meeting was adjourned by consensus at 7:10 p.m.

The next regularly scheduled meeting of the Board of Trustees is August 18, 2015, at 5:30 p.m. at the Main Library at 300 S. Second Street, Elkhart, IN.

Mary E. Davis, Secretary