

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Yuliana Rivera Arce, Jeri Stahr, and Laura Steffen.

Others present: Lisa Guedea Carreño, Executive Director; Jane A. Garoutte, Senior Business Manager/Treasurer; Kevin J. Kilmer, Director of Branch and Technical Services; and Mary Beth Schlabach, Director of Public Services.

Staff present: Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; and Eric Nord, Computer Services Department Head.

Staff present via Zoom: Deb Bloom, Circulation Department Head.

Guests present: Stewart Godfrey, krM Architecture; Rebecca Troyer, resident; and Mark Troyer, resident.

REGULAR BOARD OF TRUSTEES MEETING

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:30 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The Consent Agenda was presented. Laura Steffen moved

THAT the Consent Agenda be adopted.

Jennifer Nielsen seconded. Motion: carried (7-0)

PRESIDENT'S BUSINESS

Friends of Elkhart Public Library

James W. Rieckhoff, President, reminded the board of his suggestion to join Friends of Elkhart Public Library. He had applications available for members and also mentioned this could be done online.

Election of Board Officers

James W. Rieckhoff, President, proposed maintaining the same officers again for next year, with the only change being that Jennifer Nielsen take over as Secretary. Lisa Guedea Carreño, Executive Director,

clarified that Jane Garoutte, Senior Business Manager/Treasurer, would also need to be reaffirmed to the Treasurer’s position. Janet Gruwell moved

THAT the Board Officers for the next term be accepted as nominated

Cynthia Dunlop seconded. Motion: carried (7-0)

DIRECTOR’S REPORT

Lisa Guedea Carreño, Executive Director, introduced Stuart Godfrey of krM Architecture, who gave the Board an update and draft report of the feasibility study for renovation/expansion of children’s and teens’ spaces downtown. Three options were presented: 1) renovate the current structure, 2) use parking lot space for a one-story addition and green space, and 3) use parking lot space for a two-story addition and green space.

Lisa Guedea Carreño, Executive Director, discussed financial information concerning the renovation. There is \$1.5 million available in our Library Improvement Reserve Fund (LIRF). The Elkhart Foundation and Read 2.0 were suggested as possible sources of funding to supplement LIRF for option 1. Options 2 and 3 both would require significant fundraising, and Lisa suggested hiring someone with fundraising experience should one of those options be selected. James W. Rieckhoff, President, stated that more discussion may need to be done with city or county leaders about options for parking if option 2 or 3 is selected. He asked that board members have responses to the draft report to Lisa by June 25th so the feasibility study can be finalized and next steps can be determined.

OLD BUSINESS

Treasurer’s Bond

Jane A. Garoutte, Business Manager/Treasurer presented the documentation for the Treasurer’s Bond at \$50,000. Laura Steffen moved

THAT the Treasurer’s Bond be approved as presented.

Jennifer Nielsen seconded. Motion: carried (7-0)

Kevin J. Kilmer, Director of Branch and Technical Services, administered the Oath of Office to Jane. He collected signatures and notarized the form at the conclusion of the meeting.

NEW BUSINESS

Wage Schedule update

Lisa Guedea Carreño, Executive Director, presented the revised Wage Schedule. Updates include addition of temporary YPS Summer Clerks, a wage grade change for Head of Computer Services, and a title change from Network Services Assistant to Computer Support Specialist. Jeri Stahr moved

THAT the Wage Schedule be adopted as presented.

Yuliana Rivera Arce seconded. Motion: carried (7-0)

Library Credit Cards Policy revision (first reading)

Lisa Guedea Carreño, Executive Director, presented the revised Library Credit Card Policy. These updates rearranged the previous policy to correspond with timeline from credit card issuance through return of card. Topics addressed staff responsibilities, including account security, and the distinction between fuel cards and other credit cards. There was discussion concerning the phrase “may not” in document.

Jeri Stahr moved

THAT both instances of the term “may” be changed to “shall” in Section C.3 of the Library Credit Card Policy.

Cynthia Dunlop seconded. Motion: carried (7-0)

Janet Gruwell moved

THAT the Library Credit Cards Policy be adopted as amended.

Cynthia Dunlop seconded. Motion: carried (7-0)

Resolution to Establish Cash Accounts – establish new cash custodian for Computer Services

Jane A. Garoutte, Senior Business Manager/Treasurer, presented a Resolution to Establish Cash Accounts. A revision was made to the document in original board packet to correct names and departments. This assigns accounts to the new Head of Computer Services, Eric Nord and Head of Reference Diana Gill. Cynthia Dunlop moved

THAT the Resolution to Establish Cash Accounts be adopted.

Yuliana Rivera Arce seconded. Motion: carried (7-0)

Questions and Information from Board, Staff, and Guests

Mark Troyer, resident, along with his wife, Rebecca Troyer, presented a list of concerns to the board about the exterior of the Pierre Moran Branch. Among the complaints was damage to the perimeter fence, landscaping issues, roof drainage runoff, and light from the branch sign. Both Kevin J. Kilmer, Director of Branch and Technical Services and Lisa Guedea Carreño, Executive Director stated that some of his concerns have already been addressed, including repairs to the fence and contacting a landscaping company. Other issues would be reviewed for potential solutions.

Jeri Stahr reminded members they can join Friends of Elkhart Public Library.

Laura Holland, Administrative Clerk, expressed concerns about parking under krM Architecture’s option 2 or 3 proposals.

Yuliana Rivera Arce inquired about having board meetings at the branches. Lisa Guedea Carreño, Executive Director, stated that previously this had been a practice, but it was stopped in anticipation of

an anticipated live streaming requirement. However, currently, there is no such mandate applicable to our library. After discussion, it was determined that one meeting per year will be held at each branch.

ADJOURNMENT

Jeri Stahr moved

THAT the meeting be adjourned.

Laura Steffen seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 7:05 p.m.

The next regularly scheduled meeting of the Board of Trustees will be July 16, 2024 at 5:30 p.m. at the Dunlap Branch, 58485 C.R. 13, Elkhart, IN.

Laura Steffen, Secretary