

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Jennifer Nielsen, James W. Rieckhoff, Yuliana Rivera Arce, Jeri Stahr, and Laura Steffen. Janet Gruwell was not present.

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: Deb Bloom, Circulation Department Head; Sue Eller, Dunlap Branch Manager; Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; Donna Mitschelen, Osolo Branch Manager; Eric Nord, Computer Services Department Head; Charles Pieri, Branch YPS Librarian; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: John Dawson, Senior Building Operations Manager; Sam Householder, Communications Manager; and Allison McLean, YPS Department Head.

Guest present: Christina Dougherty, 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.

Kevin J. Kilmer, Director of Branch and Technical Services, noted as a follow-up after last month's meeting concern brought by Mark Troyer, that Dunlap's milkweed plants are purposely there as part of the butterfly garden.

CONSENT AGENDA

The Consent Agenda was presented. Jeri Stahr moved

THAT the Consent Agenda be adopted.

Yuliana Rivera Arce seconded. Motion: carried (4-0)

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, reminded board members to complete their conflict-of-interest forms. These were distributed to members along with updates to the board binder.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, noted the timeline for the 2025 Budget Process. The October board meeting will require in-person attendance for the adoption of the budget because electronic participation by board members at budget adoption meetings is prohibited by Indiana law.

Sue Eller, Dunlap Branch Manager, gave a slideshow presentation about the staff at this location, noting that combined, there is over 160 years of library experience represented. She highlighted some programming events, including the Solar Eclipse Party and popular drama camps. The Monarch butterflies haven't appeared as they did in recent years.

OLD BUSINESS

YPS Feasibility Study 2024 – Final Report

Lisa Guedea Carreño, Executive Director, distributed copies of the YPS Feasibility Study stating that it was decision time on how to move forward. Option A was not popular due to the limited space; options B & C would require a capital campaign. A fund-raising feasibility study would determine if a capital campaign would be successful. The cost for such study would be \$10,000-\$50,000 and could take 4-16 weeks, depending on level of service provided.

Parking options were discussed, including information about the City of Elkhart's master plan, which includes a mix of angled and parallel parking on nearby streets and the hope the county will give the courthouse land to the city to create a multi-use retail and residential area with a parking structure that would hopefully allow short term parking for library patrons. The city's goal is a "walkable city." Private lots owned by DRTY do not appear to be available. Lisa will continue to pursue information about parking options.

Other ideas and various financial options were discussed. Laura Steffen moved

THAT a request for proposal (RFP) be issued for the fund-raising feasibility study.

Yuliana Rivera Arce seconded. Motion: carried (6-0)

NEW BUSINESS

Location Changes for upcoming Board of Trustees meetings

Lisa Guedea Carreño, Executive Director, presented the revised Board of Trustees Meeting Schedule that included branch locations. Jennifer Nielsen moved

THAT the Board of Trustees Meeting Schedule be approved as presented.

Yuliana Rivera Arce seconded. Motion: carried (6-0)

Revisions to "Physical Demands" section of all job descriptions

Lisa Guedea Carreño, Executive Director, presented revisions to the Physical Demands section for all job descriptions. These changes were updated to reflect human resources' best practices. The revisions include moving the ADA reasonable accommodation statement up to a bullet point in the list of physical

demands. Jeri Stahr moved

THAT the revisions to Physical Demands section for all job descriptions be adopted.

Jennifer Nielsen seconded. Motion: carried (6-0)

Resolution regarding KISx Card Rebate

Lisa Guedea Carreño, Executive Director, presented a Resolution regarding the KISx Card Rebate. Because of IRS rules, this money-saving health care option requires employees with Health Savings Accounts who have not met “first dollar coverage” requirements to pay a portion upfront, which will be reimbursed by EPL via a taxable payroll rebate. Jeri Stahr moved

THAT the KISx Card Rebate Resolution be adopted.

Laura Steffen seconded. Motion: carried (6-0)

Resolution to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2025 through June 30, 2026

Lisa Guedea Carreño, Executive Director, presented a Resolution to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2025 through June 30, 2026. This is a pro forma resolution that must be passed each year in order to continue receiving the 80 percent e-rate discount for EPL’s internet access. Jennifer Nielsen moved

THAT the Resolution to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2025 through June 30, 2026) be adopted.

Jeri Stahr seconded. Motion: carried (6-0)

PLAC Report for Board President and Director signature (quarterly)

This is a signature only item.

Questions and Information from Board, Staff, and Guests

Lisa Guedea Carreño, Executive Director expressed thanks to Senior Building Operations Manager John Dawson and the Facilities Department for their work addressing landscaping concerns and responding to alarms.

Yuliana Rivera Arce, Member, stated that she liked the different setup by meeting at the branch location.

ADJOURNMENT

Jeri Stahr moved

THAT the meeting be adjourned.

Cynthia Dunlop seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board

of Trustees of the Elkhart Public Library at 6:39 p.m.

The next regularly scheduled meeting of the Board of Trustees will be August 20, 2024 at 5:30 p.m. at the Osolo Branch, 3429 E. Bristol St, Elkhart, IN.

Jennifer Nielsen, Secretary