

BUDGET ADOPTION MEETING

A Budget Adoption Meeting of the Board of Trustees of the Elkhart Public Library was held on October 15, 2024, at the Downtown Location and called to order at 5:30 p.m. by James W. Rieckhoff, President.

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: Deb Bloom, Circulation Department Head; Laura Holland, Administrative Clerk; Sam Householder, Communications Manager; Jill Martinson, Audience Development Manager; Allison McLean, YPS Department Head; and Eric Nord, Computer Services Department Head.

Staff present via Zoom: John Dawson, Senior Building Operations Manager; Donna Mitschelen, Osolo Branch Manager; and Trevor Wendzonka, Chief Marketing Officer.

Guests present: Jory Fitzgerald (in person) and Shelly Moore (via Zoom), Insight Strategic Concepts, Inc.

Jeri Stahr moved

THAT the Budget be adopted as presented.

Janet Gruwell seconded. Motion: carried (7-0)

The budget hearing was adjourned at 5:33 p.m. by James W. Rieckhoff, President.

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Guests present: Jory Fitzgerald (in person) and Shelly Moore (via Zoom), Insight Strategic Concepts, Inc.

REGULAR BOARD OF TRUSTEES MEETING

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:33 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The Consent Agenda was presented. Jennifer Nielsen moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, paused the meeting for board members to have a group picture taken.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, announced that there would not be a presentation by Jeanne Glanders, Popular Materials Department Head. This will be rescheduled for a later date.

Library Trustee training will be at Middlebury Public Library December 3. Please RSVP to Lisa by November 11 if you would like to attend.

The Proclamation of Appreciation will be given to the Friends of Elkhart Public Library at their next meeting.

Updates on YPS Space Feasibility Study cost projections were distributed to the board members.

OLD BUSINESS

Feasibility Studies: YPS Space and Fundraising

Before proceeding with their Fundraising Feasibility Study, Insight Strategic Concepts (ISC) requests that the board select which option to pursue with donors. Director of Public Services Mary Beth Schlabach and Head of Young People's Services Allison McLean presented a case in support of Option C. This included a PowerPoint of the history of the department space in this building, current statistics on YPS's small percentage of space usage compared to the large portion of circulating items; and examples of inviting spaces they hope to have. The wish list includes: space for play and programming, welcoming area for teens, STEAM exploration area, and a safe outdoor place. The presentation also included a tour of the spaces currently being used by YPS.

Mary Beth reported that Elkhart City Mayor, Rod Roberson, stated support for library improvement and that future changes to street parking will increase spaces around the downtown library. The library is still actively pursuing other parking options, attempting to seek contact of nearby lot owners to see if they are willing to sell or lease space to us.

Jory Fitzgerald of Insight Strategic Concepts, Inc. attended the meeting. Shelly Moore also joined the meeting via Zoom. Together they answered questions and discussed the Fundraising Feasibility Study. There will be a meeting on October 22 with ISC to further discuss plans moving forward. James W. Rieckhoff, President, asked board members for their opinion on which option to support. There was unanimous support for option C.

NEW BUSINESS

Non-Resident Card Policy revision

Lisa Guedea Carreño, Executive Director, presented Non-Resident Card Policy. This clarifies teacher as someone with direct instructional contact with K-12 students. Jeri Stahr moved

THAT the Non-Resident Card Policy be adopted.

Laura Steffen seconded. Motion: carried (7-0)

Vacation Policy revision

Lisa Guedea Carreño, Executive Director, presented Vacation Policy. This revision removes the restriction of limiting staff working less than 20 hours per week from requesting unpaid vacation only once per year. Managers still retain ability to deny a request if scheduling is an issue. Yuliana Rivera Arce moved

THAT the Vacation Policy be adopted.

Janet Gruwell seconded. Motion: carried (7-0)

Technical Services Clerk Job Description revision

Lisa Guedea Carreño, Executive Director, Technical Services Clerk Job Description. The revisions reflect expectations and department needs for a recently vacated position. Cynthia Dunlop moved

THAT the Technical Services Clerk Job Description be approved.

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

Resolution to Establish Cash Accounts

Jane A. Garoutte, Senior Business Manager presented Resolution to Establish Cash Accounts. This is an update in the name for the Reference Department Head. Jeri Stahr moved

THAT the Resolution to Establish Cash Accounts be adopted.

Laura Steffen seconded. Motion: carried (7-0)

1782 Notice Response Resolution

Jane A. Garoutte, Senior Business Manager presented 1782 Notice Response Resolution. This annual resolution allows for DLGF's required quick 10-day response time limit for acceptance or any adjustments to the budget. Janet Gruwell moved

THAT the 1782 Notice Response Resolution be adopted.

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

PLAC Report for Board President and Director signature (quarterly)

This is a signature only item.

Questions and Information from Board, Staff, and Guests

Jeri Stahr recommended the book That Librarian by Amanda Jones, detailing the author's struggles when fighting book banning and the harassment she faced.

ADJOURNMENT

Jeri Stahr moved

THAT the meeting be adjourned.

Janet Gruwell 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 November 19, 2024 at 5:30 p.m. at the Cleveland Branch, 53715 County Road 1, Elkhart, IN.

Jennifer Nielsen, Secretary