

## **REGULAR MEETING AGENDA**

- A. ROLL AND INTRODUCTION OF GUESTS
- B. CONSENT AGENDA
  - 1. Adopt Agenda
  - 2. Minutes of the Last Meeting
  - 3. Business Manager's Report and Finances
    - a. Financial Statements – November 2024
    - b. Disclosures of Conflict of Interest
    - c. Claims-to-be-paid – November/December 2024
    - d. Projected summary – December 2024/January 2025
    - e. Estimated cash flow – December 2024-February 2025
    - f. Personnel Changes Report –November/December 2024
- C. PRESIDENT'S BUSINESS
  - 1. Board holiday gift for Computer Services Department
- D. DIRECTOR'S REPORT
  - 1. Department Report: Jill Martinson, Audience Development Manager and Sam Householder, Communications Manager
- E. UNFINISHED BUSINESS
- F. NEW BUSINESS
  - 1. Notary Public Policy
  - 2. Employee Wage Resolution for 2025
  - 3. Operating Transfer to Library Improvement Reserve Fund
  - 4. PLAC Fee Increase for 2025 – Update to EPL Fee Schedule
  - 5. Executive Director Job Description revision
  - 6. Personnel Matters
- G. PRIVILEGE OF THE FLOOR: Guests, Staff, and Board members may have up to five (5) minutes each to speak on an issue.

**NEXT SCHEDULED BOARD MEETING: Tuesday, January 21, 2025 at 5:30 pm, Downtown Library, 300 S. Second Street, Elkhart**

\*General public and interested individuals wanting to observe the Elkhart Public Library Board of Trustees meeting via videoconference may contact Sam Householder, Elkhart Public Library Communications Manager, on Monday, December 16 to receive viewing information. Contact Sam by email: [shouseholder@MyEPL.org](mailto:shouseholder@MyEPL.org) or cell 574-527-2865.

According to EPL policy, "meetings conducted entirely in person are the expected method of conducting official business." However, this month's agenda does not include any items that would prohibit a Board member from attending the meeting electronically, as long as all of the following conditions are met:

- a. At least four Trustees must be present in person at the designated location; and
- b. Trustees participating via electronic communications must be both seen and heard to participate in votes; and
- c. The presiding officer must take votes only by roll call; and
- d. Trustees must notify the presiding officer at least 72 hours in advance of the announced meeting time if they choose to attend the meeting via electronic communications; and
- e. Trustees may not attend more than two consecutive regular public Library Board meetings via electronic communications, and may not attend more than half of the Library Board's regular public meetings in a given year via electronic communications, unless the reason for attending electronically is due to military service; illness or other medical condition; death of a family member; or emergency involving actual or threatened injury to individuals or property.