

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Yuliana Rivera Arce, and Laura Steffen. Jeri Stahr 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: Nathan Claeys, Director of Human Resources; Laura Holland, Administrative Clerk; Sam Householder, Communications Manager; Jill Martinson, Audience Development Manager; Jarret Mitchell, Pierre Moran 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; Sue Eller, Dunlap Branch Manager; Jeanne Glanders, Popular Materials Department Head; Katie Graham, Technical Services Department Head; Mary Ann Kempa, Cleveland Branch Manager; and Susan Schroeder, Reference Department Head.

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.

Cynthia Dunlop seconded. Motion: carried (6-0)

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, presented the Board's holiday gift to Computer Services Department Head, Eric Nord. He thanked the department for their work after an extra challenging year.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, introduced Sam Householder, Communications Manager and Jill Martinson, Audience Development Manager, who gave a presentation on the various programs their

departments run. The popularity of the Book Bus, Youth Outreach, and Curbside Concerts continues to grow. Included in the presentation were comments from patrons and organizations on how these services have benefited the community. Statistical data was shown documenting usage growth in recent years.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Notary Public Policy

Lisa Guedea Carreño, Executive Director, presented the Notary Public Policy. This service was the second most requested option on the community survey conducted as part of the strategic planning process. Three staff members have been gone through training and certification. They are working out the logistics for scheduling appointments before service will commence.

Cynthia Dunlop moved

THAT the Notary Public Policy be adopted.

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

Employee Wage Resolution for 2025

Lisa Guedea Carreño, Executive Director, presented the Employee Wage Resolution for 2025. This reflects the Wage Schedule adjustment of 2 percent that the Board approved at the November meeting. This needs to be approved as a resolution for the State Board of Accounts.

Jennifer Nielsen moved

THAT the Employee Wage Resolution for 2025 be adopted.

Janet Gruwell seconded. Motion: carried (6-0)

Operating Transfer to Library Improvement Reserve Fund

Lisa Guedea Carreño, Executive Director, presented the Operating Transfer to Library Improvement Reserve Fund, requesting to transfer \$240,000 to LIRF for future capital projects.

Laura Steffen moved

THAT the Operating Transfer to Library Improvement Reserve Fund be approved.

Janet Gruwell seconded. Motion: carried (6-0)

PLAC Fee Increase for 2025 – Update to EPL Fee Schedule

Lisa Guedea Carreño, Executive Director, presented the Update to EPL Fee Schedule. This reflects

changes made to the Public Library Access Card (PLAC) fee by the State Library

Jennifer Nielsen moved

THAT the updated EPL Fee Schedule be adopted.

Cynthia Dunlop seconded. Motion: carried (6-0)

Executive Director Job Description revision

Lisa Guedea Carreño, Executive Director, presented the Executive Director Job Description revision. These are minor updates that can be used as a starting point for the Hiring Committee.

Laura Steffen moved

THAT the revised Executive Director Job Description be approved as submitted.

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

Personnel Matters

Lisa Guedea Carreño, Executive Director, discussed some issues with the board concerning her resignation from the library effective January 31, 2025. The board will need to appoint a hiring committee. If more than one member of the board serves on the committee, the meetings would be subject to the Open Door Law. Interviews could be conducted by the board in executive sessions. Janet Gruwell agreed to represent the board on the hiring committee. Other members include Kevin J. Kilmer, Director of Branch and Technical Services; Mary Beth Schlabach, Director of Public Services; Nathan Claeyes, Director of Human Resources; and Trevor Wendzonka, Chief Marketing Officer. Additionally, there will be two department managers on the committee.

Lisa presented proposals from two consultants. There was discussion about the benefits of using a hiring firm/consultant. Consensus among the board was to use a consultant. The hiring committee can review the proposals and select which firm to use.

Lisa also proposed appointing an interim executive director to serve from February 1 until the hiring process is completed. She recommended Mary Beth Schlabach, Director of Public Services as a candidate for this role.

Jennifer Nielsen moved

THAT a hiring committee be formed.

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

Cynthia Dunlop moved

THAT an interim executive director be appointed at the January meeting.

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

Questions and Information from Board, Staff, and Guests

There were no additional items.

ADJOURNMENT

Jennifer Nielsen 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 6:24 p.m.

The next regularly scheduled meeting of the Board of Trustees will be January 21, 2025 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Jennifer Nielsen, Secretary