



ELKHART PUBLIC LIBRARY

Minutes

Board of Trustees Meeting

June 18, 2019
Board of Trustees Meeting 5:30 p.m.
Pierre Moran Branch
2400 Benham Avenue, Elkhart, IN

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 Janice E. Dean, President.

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Janice E. Dean, Carlos A. Esteves, Jennifer Nielsen, James W. Rieckhoff, Laura Steffen, Clarence W. Thomas and Michael Wagner.

Others present: Jane A. Garoutte, Business Manager/Treasurer, and Lisa Guedea Carreño, Director.

Staff present: Susan Eller, Dunlap Branch Manager; Mary Ann Kempa, Cleveland Branch Manager; Kevin J. Kilmer, Assistant Director of Branch and Extension Services; Allison McLean, Department Head Young People's Services; Jarret Mitchell, Pierre Moran Branch Supervisor; Donna Mitschelen, Osolo Branch Supervisor; Jim Reynolds, Department Head Facilities; Mary Beth Schlabach, Assistant Director of Public Services; Paula Watson, Administrative Clerk; and Trevor Wendzonka, Marketing and Public Relations Manager.

Guests: Barbara Anderson, former Board Member. Kristy Curtis and Steven Deranek, 1st Source Bank.

CONSENT AGENDA

The consent agenda was presented. There being no objections, Jennifer Nielsen moved

THAT the Consent Agenda, including investment recommendations, be adopted.

James W. Rieckhoff seconded

Motion: carried

PRESIDENT'S BUSINESS

Janice E. Dean, President, this being her last meeting, said what a pleasure it has been for her to serve on the Board of Trustees. Janice stated that she enjoyed working with all of the staff and that she knows they will all continue to do great things for the Library. Director Lisa Guedea Carreño presented a certificate of appreciation from the Board and a personal gift to Janice in gratitude for her leadership, guidance, and mentorship during Lisa's first five years at Elkhart Public Library.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, presented her report for June. Lisa began by asking for board members to be a part of the Branch Upgrade Committee (informational item 1 in the Director's Report). Clarence W. Thomas and Carlos A. Esteves volunteered to be on the committee. James W. Rieckhoff said he would attend as many meetings as he could. By the middle of July they hope to meet with the Architects chosen, MKM Architecture, to see how the process will work.

Lisa gave a verbal update on informational item number 4 in her written report, the Ox Stock event at Oxbow County Park on July 27. She described security and safety measures as well as additional insurance coverage obtained for the event. The Board expressed its continued support for Ox Stock; affirmed the director's authority to sign the license agreement with the County Park and Recreation Board; and confirmed that library programs and events are operational matters, the content, planning and decision-making for which are staff responsibilities.

Lisa handed out copies "In the Public Trust: A Reference Manual for Indiana Public Library Board". James W. Rieckhoff, new board president, suggested that each board member read the first several chapters before the next board meeting.

Lisa invited board members to join her in Indianapolis for a workshop for Directors and Library Trustees to be held tentatively in August.

Lisa announced that the next three months would be very busy with budget items. In August, a draft budget will be presented to the board, and questions and concerns addressed. A quorum will be necessary at the September and October meetings for the Budget Public Hearing and Budget Adoption, respectively.

Department Reports

Jarret Mitchell, Pierre Moran Branch Supervisor, gave a slide show of statistical trends at Pierre Moran Branch. He presented data showing circulation numbers and foot traffic are declining and explained that the rise in digital formats is the likely reason. More patrons are exploring EPL's digital options, which can be accessed from wherever they are and don't require a visit to the library. Faxing and printing numbers are increasing, with individuals and small businesses continuing to use these services heavily.

UNFINISHED BUSINESS

Gift Policy (second reading)

Lisa Guedea Carreño, Director presented the Gift Policy for a second reading. Michael Wagner moved

THAT the Gift Policy be approved as presented.

James W. Rieckhoff seconded

Motion: carried

NEW BUSINESS

Revised Circulation Policy (first reading)

Lisa Guedea Carreño, Director, presented the revisions to the Circulation Policy. After some discussion, action on this policy was tabled until next month's meeting.

Treasurer's Bond

Jane A. Garoutte, Business Manager/Treasurer, presented the annual Treasurer's Bond for approval. Jane explained that a continuation form must be approved by the Board and filed with the county clerk. Currently we use USI insurance with a bond amount of \$35,000.00. James W. Rieckhoff moved

THAT the Treasurer's Bond continuation be approved as presented.

Laura Steffen seconded

Motion: carried

Bank Account Recommendation

Jane A. Garoutte, Business Manager/Treasurer, presented Bank Account Recommendation. James W. Rieckhoff moved

THAT the bank account recommendation be approved as presented.

Michael Wagner seconded

Motion: carried

Questions and Information from Board, Staff, and Guests

Kristy Sears-Curtis, 1st Source Bank, stated 1st Source looks forward to working with Elkhart Public Library. She said that they wanted to be partners with Elkhart Public Library for more than just banking.

ADJOURNMENT

The regular Board meeting was adjourned by Janice E. Dean at 6:49 p.m.

The next regularly scheduled meeting of the Board of Trustees will be July 16, 2019, at Cleveland Branch Library, 53715 County Road 1, Elkhart, IN.

Jennifer Nielsen, Secretary