ELKHART PUBLIC LIBRARY
Minutes

Board of Trustees Meeting

August 20, 2019
Board of Trustees Meeting 5:30 p.m.
Osolo Branch
3429 East Bristol Street

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.

ROLL CALL & INTRODUCTION OF GUESTS

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

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; Donna Mitschelen, Osolo Branch Supervisor; Gwen Robison, Assistant Director of Support Services; Mary Beth Schlabach, Assistant Director of Public Services and Paula Watson, Administrative Clerk.

CONSENT AGENDA

The consent agenda was presented. There being no objections, Jeri Stahr moved

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

Laura Steffen seconded Motion: carried

PRESIDENT'S BUSINESS

Conflict of Interest Disclosure Statement

James W. Rieckhoff, President, had each individual Board of Trustee fill out a Conflict of Interest Disclosure Statement.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, presented her report for August. Lisa reported that James W. Rieckhoff and Jeri Stahr accompanied her to Indiana State Library summit for Director's and Board Members.

Department Reports

Donna Mitschelen, Osolo Branch Supervisor, presented a slide show about trends at the Osolo Branch. Donna reported that in-house program numbers are up and attendance at the programs is also up. Donna also reported that the circulation numbers for physical items is on a downward trend. She ended her presentation with pictures of patrons enjoying their library experience.

UNFINISHED BUSINESS

NEW BUSINESS

Semiannual In-Service Proposal

Lisa Guedea Carreño, Director, presented the Semiannual In-Service proposal. Michael Wagner moved

> THAT the Semiannual In-Service Proposal be approved including the closure of all locations for an additional eight hours each year, for the purpose of In-service training for employees at the Director's discretion.
>
> Carlos Esteves seconded Motion: carried

Resolution to Join the Indiana State Library Consortium for Public Library Internet Access

Lisa Guedea Carreño, Director, presented the Resolution to Join the Indiana State Library Consortium for Public Library Internet Access. Jennifer Nielsen moved

> THAT the Resolution to Join the Indiana State Library Consortium for Public Library Internet Access be approved as presented.
>
> Clarence W. Thomas seconded Motion: carried

Draft of 2020 Budget

Jane A. Garoutte, Business Manager/Treasurer presented the draft of the 2020 Budget. Jane compared the 2020 Operating Fund Budget to the 2019 Operating Fund Budget, and reviewed the major differences. She explained that revenue estimates were provided by the DLGF (Department of Local Government Finance) Field Representative at the Budget Workshop on Thursday, July 18, 2019; and that the department heads and assistant directors played an integral part in the development of the 2020 Operating Budget for those line items over which they have oversight. In addition, Jane reviewed the Debt Service Fund (BIRF) and the Rainy Day Fund budgets for the Fiscal Year 2020.

Lisa Guedea Carreño, Director, presented some pie charts that put the budget revenue and expenses into perspective.

The next step in the process will be entering the budget into the Indiana Government Online Gateway and submitting the appropriate Budget Form 3 – Notice to Taxpayers, which will include the following dates, times and place:

- 2020 Budget public hearing will be held on September 17th at 5:30 pm at Downtown/Main Location, prior to the regularly scheduled Board meeting.
- 2020 Budget adoption meeting will be held during the regularly-scheduled Board Meeting on October 15th at 5:30 pm at the Downtown/Main Location.

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

The regular Board meeting was adjourned by James W. Rieckhoff at 7:30 p.m.

The next regularly scheduled meeting of the Board of Trustees will be September 17, at 5:30 pm at Downtown/Main location, 300 S 2nd Street, Elkhart, IN. The regular Board of Trustees meeting will be preceded by a Budget Hearing.

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Jennifer Nielsen, Secretary