



ELKHART PUBLIC LIBRARY Minutes

Board of Trustees Meeting

November 19, 2019
Board of Trustees Meeting 5:30 p.m.
Dunlap Branch
58485 County Road 13, 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 5:31 p.m. by James W. Rieckhoff, President.

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Carlos A. Esteves, James W. Rieckhoff, Jeri Stahr, Laura Steffen and Michael Wagner. Jennifer Nielsen and Clarence W. Thomas were not in attendance.

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

Staff present: Nathan Claeys, HR Generalist; Susan Eller, Dunlap Branch Supervisor; Diana Gill, Computer Services Department Head; Sam Householder, New Media Marketing Specialist; Kevin J. Kilmer, Assistant Director of Branch and Extension Services; Mikayla King, Creative Design Specialist; Katrina Maust, Reference Department Head; Allison McLean, Young People's Services Department Head; Donna Mitschelen, Osolo Branch Supervisor; Charles Pieri, Branch Young People's Librarian; Paula Watson, Administrative Clerk; Trevor Wendzonka, Marketing and Public Relations Manager; and Jill Yoder, Community Engagement Coordinator.

CONSENT AGENDA

The consent agenda was presented. There being no objections, Carlos Esteves moved

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

Jeri Stahr seconded

Motion: carried

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, wished everyone a Happy Thanksgiving.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, presented her report for November. Lisa reported that Elkhart Public Library hosted the semi-annual ADOLPLI (Administrative Directors of Large Public Libraries in Indiana) meeting on November 14 and November 15. This group of Directors gets together twice a year to discuss situations and problems that libraries face. They share ideas and solutions based on their knowledge and experience.

Department Reports

Susan Eller, Dunlap Branch Supervisor, presented a slide show of trends for the Dunlap Branch. Sue's presentation started off with a collage of pictures of "Happy" patrons enjoying their experiences at the Dunlap Branch.

UNFINISHED BUSINESS**Volunteers Policy Revision (first reading)**

Lisa Guedea Carreño, Director, presented the Volunteers Policy revision. Laura Steffen moved

THAT the Volunteers Policy revision be postponed until next meeting.

Michael Wagner seconded

Motion: carried

PTO Policy Revision (first reading)

Lisa Guedea Carreño, Director, presented the PTO Policy revision. Laura Steffen moved

THAT the PTO Policy revision be approved as presented.

Michael Wagner seconded

Motion: carried

Holiday Policy Revision (first reading)

Lisa Guedea Carreño, Director, presented the Holiday Policy revision. Laura Steffen moved

THAT the PTO Policy revision be approved as presented.

Michael Wagner seconded

Motion: carried

NEW BUSINESS

Proposed Wage Schedule for 2020 (first reading)

Lisa Guedea Carreño, Director, presented the Proposed Wage Schedule for 2020. Michael Wagner moved

THAT the Proposed Wage Schedule for 2020 be approved as presented.

Laura Steffen seconded

Motion: carried

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

The regular Board meeting was adjourned by James W. Rieckhoff at 6:26 p.m.

The next regularly scheduled meeting of the Board of Trustees will be December 17, at 5:30 pm at Downtown Location, 300 S. Second Street, Elkhart, IN.

Jennifer Nielsen, Secretary