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 pm by James W. Rieckhoff, President.

ROLL CALL & INTRODUCTION OF GUESTS

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

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

Staff present: Nathan Claeyys, HR Generalist; Susan Eller, Dunlap Branch Supervisor; Diana Gill, Computer Services Department Head; Jeanne Glanders, Popular Materials Department Head; Donna Mitschelen, Osolo Branch Supervisor; Gwen Robison, Assistant Director Support Services; Mary Beth Schlabach, Assistant Director Public Services; Mark van Lummel, Technical Services Department Head; and Paula Watson, Administrative Clerk.

CONSENT AGENDA

The consent agenda was presented. There being no objections, Laura Steffen moved

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

Clarence W. Thomas seconded Motion: carried

PRESIDENT’S BUSINESS

James W. Rieckhoff, President, reported that a mini refrigerator had been purchased for the Circulation Department as this year’s staff gift.

DIRECTOR’S REPORT

Lisa Guedea Carreño, Director, presented her report for December. Lisa reported about upcoming session of the Indiana General Assembly. Lisa and other Director’s from Elkhart County are attempting
to meet with assemblypersons who represent parts of our library district. She stated that she, Board president Rieckhoff, Board member Jeri Stahr, and Middlebury Community Library Director Terri Rheinheimer recently met with Senator Rogers.

**Department Reports**

Jeanne Glanders, Popular Materials Department Head, presented a slide show about circulation trends in the Popular Materials Department.

**UNFINISHED BUSINESS**

**Wage Schedule for 2020**-Technical Amendments

Lisa Guedea Carreño, Director, presented the technical amendments to the Wage Schedule for 2020. Jennifer Nielsen moved

THAT the technical amendments to the Wage Schedule for 2020 be approved as presented.

Michael Wagner seconded Motion: carried

**Volunteers Policy revision (second reading)**

Lisa Guedea Carreño, Director, presented the Volunteers Policy revision. Jeri Stahr moved

THAT the Volunteers Policy revision be approved as presented.

Laura Steffen seconded Motion: carried

**NEW BUSINESS**

**Proposed Wage Increases for 2020**

Lisa Guedea Carreño, Director, presented the Proposed Wage Increases for 2020. Jeri Stahr moved

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

Jennifer Nielsen seconded Motion: failed

**Amended Wage Increases for 2020**

Lisa Guedea Carreño, Director, presented the Amended Wage Increases for 2020. Clarence W. Thomas moved

THAT the Amended Wage Increases for 2020 be approved as follows; referring to sections in Directors original proposal:
A. 2.5% increase for employees whose wages fall within the range for their position and would continue to fall within the range for the position after a 2.5% increase.
B. For employees whose wage would exceed the maximum in the range for their position with a 2.5% increase: Lump sum of 50% of the difference between max wage for position and amount that would have resulted from 2.5% raise. Base pay remains at the maximum for the position.
C.1 For employees whose wage presently exceeds the maximum for the position: Lump sum of 1.25% of the maximum wage for the position. Base pay remains the same as it was for 2019. (C 2. Remains unchanged.)

Carlos A. Esteves seconded Motion: carried

Employee Category Policy revision
Lisa Guedea Carreño, Director, presented the Employee Category Policy revision. Jeri Stahr moved

THAT the Proposed Employee Category Policy revision be approved as presented.
Laura Steffen seconded Motion: carried

Laura Steffen moved: to approve correction of “group” to “core” in the Employee Category Policy.
Michael Wagner seconded Motion: carried

Insurance Policy revision
Lisa Guedea Carreño, Director, presented the Insurance Policy Revision. Jeri Stahr moved

THAT the Insurance Policy revision be approved as presented.
Jennifer Nielsen seconded Motion: carried

Board Meeting Schedule 2020
Lisa Guedea Carreño, Director, presented the Board Meeting Schedule 2020. Jennifer Nielsen moved

THAT the Board Meeting Schedule be approved as presented.
Jeri Stahr seconded Motion: carried

Holiday Closure Schedule 2020
Lisa Guedea Carreño, Director, presented the Holiday Closure Schedule 2020. Jeri Stahr moved

THAT the Holiday Closure Schedule 2020 be approved as presented.
Clarence W. Thomas seconded Motion: carried

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

The regular Board meeting was adjourned by James W. Rieckhoff at 7:10 p.m.

The next regularly scheduled meeting of the Board of Trustees will be January 21 2020, at 5:30 pm at Downtown Location, 300 S. Second Street, Elkhart, IN.

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Jennifer Nielsen, Secretary