

ROLL CALL & INTRODUCTION OF GUESTS

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

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

Staff present: Nathan Claeys, Human Resource Manager; John Dawson, Health and Safety Coordinator; Sue Eller, Dunlap Branch Supervisor; Diana Gill, Computer Services Department Head; Jeanne Glanders, Popular Materials Department Head; Mary Ann Kempa, Cleveland Branch Supervisor; Elizabeth Layman, Cataloger; Nick Lemasters, Facilities Department Head; Allison McLean, YPS Department Head; Maureen Meagher, Audience Development Manager; Charles Pieri, Branch YPS Librarian; Mary Beth Schlabach, Assistant Director of Public Services; Jeri Walsh, Clerk; Paula Watson, Administrative Clerk, and Trevor Wendzonka, Chief Marketing Officer.

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. There being no objections, Jeri Stahr moved

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

Laura Steffen seconded. Roll call vote was taken:

| | |
|--------------------|-------------|
| Carlos A. Esteves | Aye |
| Jennifer Nielsen | Aye |
| Jeri Stahr | Aye |
| Laura Steffen | Not present |
| Clarence W. Thomas | Not present |
| Michael Wagner | Not present |
| James W. Rieckhoff | Aye |

Motion: carried

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, noted that the Elkhart Common Council's resolution endorsing the Elkhart Community Schools proposed Referendum has been withdrawn.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, presented her report for March.

UNFINISHED BUSINESS

NEW BUSINESS

Job Description: Senior Services Specialist

Job Description: Youth Services Specialist

Lisa Guedea Carreño, Director, presented the job descriptions for Senior Services Specialist and Youth Services Specialist. Jeri Stahr moved

THAT the job descriptions for Senior Services Specialist and Youth Services Specialist be approved as presented.

Laura Steffen seconded. Roll call was taken:

| | |
|--------------------|-------------|
| Carlos A. Esteves | Aye |
| Jennifer Nielsen | Aye |
| Jeri Stahr | Aye |
| Laura Steffen | Aye |
| Clarence W. Thomas | Aye |
| Michael Wagner | Not present |
| James W. Rieckhoff | Aye |

Motion: carried

Non-Resident Fee 2021

Lisa Guedea Carreño, Director, proposed that the Non-Resident Fee for 2021 remain at the 2020 amount (\$76 per year). Carlos A. Esteves moved

THAT the Non-Resident Fee 2021 be approved as presented.

Clarence W. Thomas seconded. Roll call was taken:

| | |
|-------------------|-----|
| Carlos A. Esteves | Aye |
| Jennifer Nielsen | Aye |

| | |
|--------------------|-------------|
| Jeri Stahr | Aye |
| Laura Steffen | Aye |
| Clarence W. Thomas | Aye |
| Michael Wagner | Not present |
| James W. Rieckhoff | Aye |

Motion: carried

Fee Schedule 2021

Lisa Guedea Carreño, Director, presented the Fee Schedule for 2021, noting the proposed reductions in processing fees for lost items from \$5.00 to \$3.00 for magazines and from \$10.00 to \$5.00 for all other materials. Jeri Stahr moved

THAT the Fee Schedule 2021 be approved as presented.

Jennifer Nielsen seconded. Roll call was taken:

| | |
|--------------------|-------------|
| Carlos A. Esteves | Aye |
| Jennifer Nielsen | Aye |
| Jeri Stahr | Aye |
| Laura Steffen | Aye |
| Clarence W. Thomas | Aye |
| Michael Wagner | Not present |
| James W. Rieckhoff | Aye |

Motion: carried

Emergency/Unplanned Closures Policy revision (first reading)

Lisa Guedea Carreño, Director, presented the revised Emergency/Unplanned Closures Policy. Jennifer Nielsen moved

THAT the Emergency/Unplanned Closures Policy be approved as revised.

Jeri Stahr seconded. Roll call was taken:

| | |
|--------------------|-------------|
| Carlos A. Esteves | Aye |
| Jennifer Nielsen | Aye |
| Jeri Stahr | Aye |
| Laura Steffen | Aye |
| Clarence W. Thomas | Aye |
| Michael Wagner | Not present |
| James W. Rieckhoff | Aye |

Motion: carried

Overtime Policy revision (first reading)

Lisa Guedea Carreño, Director, presented the revised Overtime Policy. Jennifer Nielsen moved

THAT the Overtime Policy be approved as revised.

Jeri Stahr seconded. Roll call was taken:

| | |
|--------------------|-------------|
| Carlos A. Esteves | Aye |
| Jennifer Nielsen | Aye |
| Jeri Stahr | Aye |
| Laura Steffen | Aye |
| Clarence W. Thomas | Aye |
| Michael Wagner | Not present |
| James W. Rieckhoff | Aye |

Motion: carried

Looking ahead: Expiration of COVID-related paid leave policies

Lisa Guedea Carreño, Director, presented two Covid-19 related policies that the Board approved the extension of in January: Emergency Paid Sick Leave due to COVID-19 and FMLA Leave extension due to COVID-19. Both policies state they will be in effect until the Director and/or the Board determines it is no longer necessary. Lisa suggested that these policies stay in effect until 4 to 6 weeks after everyone is eligible for the vaccine. The Board affirmed Lisa’s authority to make this decision.

Questions and Information from Board, Staff, and Guests

James W. Rieckhoff, President, stated that the next Board Meeting on April 20 would be some form of a hybrid meeting, allowing some members to attend face to face and some to remain remote. If Elkhart County sees a significant increase in COVID numbers before the April meeting, this plan may change.

ADJOURNMENT

The regular Board meeting was adjourned by James W. Rieckhoff at 6:24 p.m.

The next regularly scheduled meeting of the Board of Trustees will be April 20 at 5:30 p.m. at Downtown Location, 300 S. 2nd Street, Elkhart, IN.

Jennifer Nielsen, Secretary