

### 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: John Dawson, Health and Safety Coordinator; Sue Eller, Dunlap Branch Manager; Mary Ann Kempa, Cleveland Branch Manager; Kevin J. Kilmer, Assistant Director Branch and Technical Services; Allison McLean, YPS Department Head; Mary Beth Schlabach, Assistant Director of Public Services; Paula Watson, Administrative Clerk; Trevor Wendzonka, Chief Marketing Officer.

Guest: Zach Benedict, MKM Architecture

### 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.

Jennifer Nielsen seconded.

Motion: carried (6-0)

### PRESIDENT'S BUSINESS

Revised Public Participation Agenda Item Request Form and Welcome to the Meeting/Get to know Your Library Trustees card for the public

Lisa Guedea Carreño, Director, presented these two items for informational purposes only.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, presented her report for August. Lisa had two updates for the Board Reference binders.

UNFINISHED BUSINESS

Dunlap Branch: Sale of surplus shelving

Kevin J. Kilmer, Director of Branch and Technical Services, stated that we needed to sell surplus shelving from Dunlap Branch. Carlos A. Esteves moved

THAT the surplus shelving be a private sale to a scrapper.

Laura Steffen seconded.

Motion: carried (6-0)

NEW BUSINESS

Revised Job Descriptions: Young People's Services Clerk and Branch Young People's Services Assistant

Lisa Guedea Carreño, Director, presented revised job descriptions for Young People's Services Clerk and Branch Young People's Services Assistant. Clarence W. Thomas moved

THAT the job descriptions for Young People's Services Clerk and Branch Young People's Services Assistant be approved as presented.

Jennifer Nielsen seconded.

Motion: carried (6-0)

Revised Gift Policy (first reading)

Lisa Guedea Carreño, Director, presented the revised Gift Policy. Carlos A. Esteves moved

THAT the Gift Policy be approved as revised.

Jennifer Nielsen seconded.

Motion: carried (6-0)

Revised Circulation Policy (first reading)

Lisa Guedea Carreño, Director, presented the revised Circulation Policy. Laura Steffen moved

THAT the Circulation Policy be approved as revised.

Jennifer Nielsen seconded.

Motion: carried (6-0)

Draft 2022 Budget

Jane A. Garoutte, Business Manager/Treasurer presented the draft of the 2022 Budget. No action was required.

COVID-19 Delta variant community spread and CDC recommendations

Lisa Guedea Carreño, Director, asked the Board to consider the library's response to the increasing positivity rates of COVID-19 in Elkhart County and presented four draft resolutions for consideration.

The Board affirmed that the Director is responsible and empowered to make decisions concerning when employees must wear face coverings. The Director stated that if Elkhart County is coded orange on the Indiana State Department of Health (ISDH) map, all EPL employees, regardless of vaccination status, will be required to wear appropriate face coverings while working inside any Library building, with the exception of individuals working in private spaces when no other employees are present.

The Board adopted a resolution, as shown below, concerning face coverings for patrons.

Laura Steffen moved

THAT if Elkhart County is coded red on the ISDH map, all EPL employees, patrons, and visitors, regardless of vaccination status, will be required to wear appropriate face coverings inside all Library buildings;

AND THAT employees working in private spaces within a Library building may remove their face coverings only when no other employees are present;

AND THAT the branches will close to the public as long as the County is coded red on the ISDH map;

AND THAT the downtown location will remain open with curbside pickup available.

Jennifer Nielsen seconded.

Motion: carried (6-0)

Resolution for Indiana Library Consortium Connectivity Grant (e-rate)

Lisa Guedea Carreño, Director, presented the Commitment to Join the Indiana State Library Consortium for Public Library Internet Access for funding year July 1, 2022 through June 30, 2023. Carolos A. Esteves moved

THAT the Resolution for Indiana State Library Consortium for Public Library Internet for the 2022-2023 fiscal year be approved as presented.

Jennifer Nielsen seconded.

Motion: carried (6-0)

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

The regular meeting of the Board of Trustees of the Elkhart Public Library was adjourned at 7:43 p.m. by James W. Rieckhoff, President.

The next regularly scheduled meeting of the Board of Trustees will be September 21 at 5:30 p.m. at Downtown Library, 300 S 2<sup>nd</sup> Street, Elkhart, IN.

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Laura Steffen, Secretary