

### REGULAR BOARD OF TRUSTEES MEETING

Before the meeting, Kevin Kilmer, Assistant Director of Branch and Technical Services, administered the Oath of Office to new board member, Janet Gruwell, Concord School Board appointee replacing Michael Wagner.

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 (via Zoom), Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Jeri Stahr, Laura Steffen, and Clarence W. Thomas (via Zoom).

Others present: Kevin J. Kilmer, Assistant Director of Branch and Technical Services and Lisa Guedea Carreño, Director.

Staff present in person: Sue Eller, Dunlap Branch Supervisor; Diana Gill, Computer Services Department Head; Laura Holland, Osolo Branch Clerk; Sam Householder, Communications Manager; Mary Ann Kempa, Cleveland Branch Supervisor; Mikayla King, Creative Design Specialist; Jill Martinson, Audience Development Manager; Donna Mitschelen, Dunlap Branch Supervisor; Charles Pieri, Branch YPS Librarian; Trevor Wendzonka, Chief Marketing Officer

Staff present via Zoom: Nathan Claeys, Human Resources Generalist; John Dawson, Health and Safety Coordinator; Jane A. Garoutte, Business Manager/Treasurer; Jeanne Glanders, Popular Materials Department Head; Debbie Lynn, Dunlap Branch YPS Assistant; Allison McLean, YPS Department Head; Niki Richey, Popular Materials Clerk; Mary Beth Schlabach, Assistant Director of Public Services; Andrea Torres, Neighborhood Services Specialist.

Guests present in person: Craig Campbell, MKM Architecture + Design

Guest present via Zoom: Michelle Wilburn, Wilburn Construction.

### CONSENT AGENDA

The consent agenda was presented. There being no objections, Jennifer Nelson moved

THAT the Consent Agenda be adopted.

Carlos Esteves seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye

James W. Rieckhoff     Aye

Motion: carried (6-0)

### PRESIDENT'S BUSINESS

James W. Rieckhoff, President, welcomed new board member, Janet Gruwell.

James W. Rieckhoff, President, presented the board gift of a microwave to both the Cleveland Branch and the Dunlap Branch in appreciation of their patience and endurance during the long renovation period as well as their assistance downtown while branches were closed.

### DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, welcomed new board member, Janet Gruwell and asked her to introduce herself. Janet has a long history in the education system. She retired from Concord Community Schools.

Lisa Guedea Carreño, Director, submitted updates to the board on the recent audit. There were several minor issues that came up during the process. Recommended changes were being implemented and the official report will be released in the New Year.

Lisa Guedea Carreño, Director, discussed current COVID levels and mentioned a possible reinstatement of emergency paid leave. This might be addressed in January.

### New Business

Kevin Kilmer, Assistant Director of Branch and Technical Services, introduced Craig Campbell of MKM Architecture + Design who discussed reasons for delays in branch renovations. Michelle Wilburn of Wilburn Construction also attempted to comment via Zoom, but technical difficulties hindered her response. They requested a 6-month extension on the competition date for the project (all four branches, collectively).

Jeri Stahr moved

THAT the new substantial completion date be changed to 8/16/2022.

Jennifer Nielsen seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence Thomas	Aye
James W. Rieckhoff	Aye

Motion: carried (7-0)

Lisa Guedea Carreño, Director, discussed reopening branches when completed despite COVID levels in the red. She presented two resolutions for the board to consider, allowing patrons to come inside with masks or limiting services to curbside only. There was much discussion including Lisa and Kevin Kilmer,

Assistant Director of Branch and Technical Services as well as input from Mary Ann Kempa, Cleveland Branch Supervisor Sue Eller, Dunlap Branch Supervisor on their preference to reopen for inside patron service.

Clarence Thomas moved

THAT branches only provide curbside service when Elkhart County's COVID level is red.

Carlos Esteves seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Nay
Jennifer Nielsen	Nay
Jeri Stahr	Nay
Laura Steffen	Nay
Clarence Thomas	Aye
James W. Rieckhoff	Nay

Motion: failed (5-2)

Laura Steffen moved

THAT branches may resume inside services for patrons who wear masks when Elkhart County's COVID level is red.

Jennifer Nielsen seconded. Roll call vote was taken:

Carlos A. Esteves	abstain
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence Thomas	abstain
James W. Rieckhoff	Aye

Motion: passed (5-0)

Lisa Guedea Carreño, Director, presented the proposed 2022 Board Meeting Dates. Jeri Stahr moved

THAT the 2022 meeting schedule be accepted as presented.

Jennifer Nielsen seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence Thomas	Aye
James W. Rieckhoff	Aye

Motion: passed (7-0)

Lisa Guedea Carreño, Director, presented the proposed 2022 holiday closing schedule. Changes

include moving in-service dates to better accommodate scheduling conflicts and the addition of one more floating holiday, Martin Luther King Day. Laura Steffen moved

THAT the 2022 holiday schedule be accepted as presented.

Jeri Stahr seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence Thomas	Aye
James W. Rieckhoff	Aye

Motion: passed (7-0)

Lisa Guedea Carreño, Director, presented a updates to the Unattended Children Policy. Discussion and questions from the board followed. Lisa was asked if it had been presented to legal counsel. She responded it had not, but she could do that. The matter was tabled.

Jill Martinson, Audience Development Manager, presented a proposal to go fine free for all materials except interlibrary loans and mobile hotspot devices. She also requested that EPL clear all account balances, not just for overdue charges but also for unreturned items and associated fees. There was much discussion, and many staff were able to comment. Lisa informed the Board that EPL will implement this in tandem with Goshen Public Library, given our consortial circulation system, which is tightly integrated. The Goshen Public Library's Board will consider a similar proposal at its January meeting, and the timing of their approval will determine the effective date of this adopted proposal. Jennifer Nielsen moved

THAT the 2022 holiday schedule be accepted as presented.

Clarence Thomas seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence Thomas	Aye
James W. Rieckhoff	Nay

Motion: passed (6-1)

Jane A. Garoutte, Business Manager/Treasurer presented a resolution to establish bank account at 1<sup>st</sup> Source Bank for credit card processing. Carlos Esteves moved

THAT the resolution be accepted as presented.

Jeri Stahr seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye

Jeri Stahr	Aye
Laura Steffen	Aye
Clarence Thomas	Aye
James W. Rieckhoff	Aye

Motion: passed (7-0)

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

Jeri Stahr moved

THAT the resolution be accepted as presented.

Carlos A. Esteves seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence Thomas	Aye
James W. Rieckhoff	Aye

Motion: passed (7-0)

The regular meeting of the Board of Trustees of the Elkhart Public Library was adjourned at 7:44 p.m. by James W. Rieckhoff, President.

The next regularly scheduled meeting of the Board of Trustees will be January 18, 2022 at 5:30 p.m. at Downtown Library, 300 S 2<sup>nd</sup> Street, Elkhart, IN.

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Laura Steffen, Secretary