

### PUBLIC HEARING

The public hearing for additional appropriation from Library Improvement Reserve Fund was called to order at 5:30 p.m. by James W. Rieckhoff, President. There were no public members wanting to speak. The hearing was closed. Board members will vote on this next month.

### ROLL CALL & INTRODUCTION OF GUESTS

Members present: Carlos A. Esteves (via Zoom) Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff (via Zoom), Jeri Stahr, and Clarence W. Thomas. Laura Steffen was not in attendance.

Others present: Lisa Guedea Carreño, Director; Jane A. Garoutte, Business Manager/Treasurer; Kevin J. Kilmer, Assistant Director of Branch and Technical Services; and Mary Beth Schlabach, Assistant Director of Public Services.

Staff present in person: Diana Gill, Computer Services Department Head; Laura Holland, Administrative Clerk; Allison McLean, YPS Department Head; and Sonya Overman, YPS Assistant.

Staff present via Zoom: Mark van Lummel, Technical Services Department Head

### REGULAR BOARD OF TRUSTEES MEETING

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:35 p.m. by James W. Rieckhoff, President.

### CONSENT AGENDA

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

**THAT** the Consent Agenda be adopted.

|                            |                           |
|----------------------------|---------------------------|
| Jennifer Nielsen seconded. | Roll call vote was taken: |
| Carlos A. Esteves          | Aye                       |
| Janet Gruwell              | Aye                       |
| Jennifer Nielsen           | Aye                       |
| Jeri Stahr                 | Aye                       |
| Clarence W. Thomas         | Aye                       |
| James W. Rieckhoff         | Aye                       |

    Motion: carried (6-0)

Lisa Guedea Carreño, Director, pointed out that Laura Steffen, secretary, was not present. Jennifer Nielsen agreed to act as the interim secretary.

### PRESIDENT'S BUSINESS

James W. Rieckhoff, President, noted that he is seeking three trustees to fill the director review committee and two to be on the board nominating committee. He stated that he is hoping to have a combination of both members new to these committee positions and those with experience. He requested board members contact him in the next couple of weeks to volunteer.

Kevin Kilmer, Assistant Director of Branch and Technical Services, administered the Oath of Office to reappointed board member for Concord Community Schools, Janet Gruwell.

### DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, reviewed items from her written report:

- Board members were given printed copies of the Summer 2022 talking points. These were also part of the electronic board packet.
- Ribbon cutting for the Dunlap Branch will be June 14<sup>th</sup> at 4pm. Leaders from local government, business, schools, and the community will be invited to attend.
- “Culture wars” on book banning are continuing. A group of organizations have joined the “Unite Against Book Bans.” Possible ways to help reassure concerned community members were discussed.
- Newspaper articles were shared including a front-page story in the Elkhart Truth on Cleveland Branch’s ribbon cutting and Goshen News on the Curbside Concerts.

Allison McLean, YPS Department Head and Sonya Overman, YPS Assistant, presented information on the development of the Growing Readers Program. There have been multiple requests by patrons for more help with their children’s reading skills, and this is one of EPL’s Strategic Planning Goals {Strategic Initiative #1: Help Every Child Read and Succeed by Grade 3 – Goal #5: Develop Strategies to Improve iREAD Test Scores}. This program is based in part on a similar program Allison observed at Muncie Public Library and was developed and tailored to EPL in consultation with Sonya, who has 26 years of relevant experience in education. The program currently assists children ages 3 – 8 by meeting for half an hour once a week with both the parent and child present. Literacy training includes vocabulary, reading, and homework activities, and the parent learns how to support and reinforce their child’s progress at home.

The first 10 weeks of the program have produced measurable results: eight of the 25 students served reached their reading level goals and “graduated” from the program. There is great interest in this program, with 40 children presently on the waitlist. We hope to be able to work out the logistics and funding to expand the program in the future.

### UNFINISHED BUSINESS

Unattended Children Policy

James W. Rieckhoff, President stated that the Unattended Children Policy was ready to be discussed. There being no objections, Jeri Stahr moved

THAT the Unattended Children Policy be adopted.

Janet Gruwell seconded. Roll call vote was taken:

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

Motion: carried (6-0)

Conflict and Grievance Resolution Policy

James W. Rieckhoff, President stated that the revised Conflict and Grievance Resolution Policy was ready to be discussed. There being no objections, Jeri Stahr moved

THAT the Conflict and Grievance Resolution Policy be adopted.

Jennifer Nielsen seconded. Roll call vote was taken:

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

Motion: carried (6-0)

NEW BUSINESS

Fax Fee Proposal

Lisa Guedea Carreño, Director, reviewed data on faxes. Key points: (1) EPL is bringing in more money from faxing charges than the actual costs of equipment, software, supplies, etc., (2) most faxes are sent to government offices (many of which are social service agencies) and medical facilities, and (3) the nature of much of the fax usage suggests that EPL's fax services are used by some of the library's most financially-vulnerable patrons. Allowing faxing without a fee would require the library to absorb approximately \$2,100 per year in expenses, which can be offset by cost-saving measures in other areas. It would also save staff time at the branches, as employees would no longer need to collect and record payments. There being no objections, Clarence W. Thomas moved

THAT the Fax Fee Proposal be adopted.

Jeri Star seconded. Roll call vote was taken:

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

Motion: carried (6-0)

Treasurer’s Bond

Jane A. Garoutte, Business Manager/Treasurer presented the proposed treasurer’s bond at the current amount of \$30,000. Janet Gruwell stated she thought the amount was rather low and suggested a higher amount. Janet Gruwell moved

THAT the Treasurer’s Bond be set to \$50,000.

Jennifer Nielsen seconded. Roll call vote was taken:

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

Motion: carried (6-0)

ADJOURNMENT

Jeri Star moved

THAT the meeting be adjourned.

Jennifer Nielsen seconded. Motion carried.

The regular meeting of the Board of Trustees of the Elkhart Public Library was adjourned at 6:49 p.m. by James W. Rieckhoff, President.

The next regularly scheduled meeting of the Board of Trustees will be June 21, 2022 at 5:30 p.m. at Downtown Location, 300 S. Second Street, Elkhart, IN.

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Jennifer Nielsen, Interim Secretary