

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Carlos A. Esteves (via Zoom), Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff and Jeri Stahr. Clarence W. Thomas and Laura Steffen were 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: Laura Holland, Administrative Clerk; Mark van Lummel, Technical Services Department Head; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: Nathan Claeys, Human Resources Manager; Sue Eller, Dunlap Branch Supervisor; Jeanne Glanders, Popular Materials Department Head; Nick Lemasters, Facilities Department Head; Katrina Maust, Reference Department Head; and Donna Mitschelen, Osolo Branch Supervisor.

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.

James W. Rieckhoff, President, pointed out that Laura Steffen, secretary, was not present. Janet Gruwell agreed to act as the interim secretary.

CONSENT AGENDA

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

THAT the Consent Agenda be adopted.

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

Motion: carried (5-0)

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, had no official business. He noted that he has been warmly received (greeted) by public desk staff during recent library visits.

DIRECTOR’S REPORT

Lisa Guedea Carreño, Director, asked if there were any questions over her director’s report. She reported that the populations of public library districts in the state have been updated to reflect the 2020 census. EPL’s district population increased from 92,236 in 2010 to 95,908 in 2020 (2021 estimates). This is an increase of 3,672 residents, or 4 percent. Many other public library districts in Indiana decreased in population, although there were a handful that increased by significant percentages.

Updates to the reference binder were distributed to board members.

Kevin J. Kilmer, Assistant Director of Branch and Technical Services, gave an update on branch renovations. Osolo can start moving items back in. The moving company can’t deliver items in storage for two weeks, but EPL staff can begin relocating other items. The estimated reopening for Osolo will be mid-September. Renovations at Pierre Moran are proceeding “on target.”

Mark van Lummel, Technical Services Department Head presented information on the work flow in his department. He shared an informative handout on what they do, how they do it, and why it is important. This included ordering, receiving, cataloging, and processing materials. Examples of cataloging MARC records were also shown. Board members had the opportunity to ask questions about the process.

UNFINISHED BUSINESS

Mid-Year Pay Increase Proposal

Lisa Guedea Carreño, Director, reviewed last month’s presentation on inflation and using budget surplus to increase staff wage compensation. Two options were presented. Option 1 was an early but partial application of the 2023 wage increase and retroactive to July. Option 2 was a distribution of a portion of the budget surplus as a stipend according to the number of hours each employee is scheduled to work per week. There was some discussion among board members. Jeri Stahr moved

THAT Option 2 of the Proposed 2022 Mid-Year Inflation Relief for Employees be approved.

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

Motion: carried (5-0)

NEW BUSINESS

Draft Budget Review

Jane A. Garoutte, Business Manager/Treasurer, presented the draft Operating Budget 2023 with comparison to 2022 values. Board members were able to ask questions. There was no action needed on this. There will be a public hearing on this next month.

New Job Descriptions for approval

Lisa Guedea Carreño, Director, presented two new job descriptions. The Computer Services Clerk position is a result of a job description being reviewed after a resignation (standard practice at EPL) and redefined according to current needs of the department. Reading Tutor is a new position, very part-time, and an expansion of the Growing Readers Program. The job descriptions were considered together. There being no objections, Jennifer Nielsen moved

THAT the job descriptions for Computer Services Clerk and Reading Tutor be adopted.

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

Motion: carried (5-0)

Potential legislation affecting acceptable identification for obtaining library cards

Lisa Guedea Carreño, Director, informed the board of the likelihood of reintroduction of a failed 2022 bill to issue driving cards to Indiana residents who are unable to obtain traditional drivers' licenses. Senator Blake Doriot, who represents a significant portion of EPL's district, is one of the authors of the bill, and Senator Linda Rogers, who also represents part of EPL's district, has indicated she will sign on as a co-sponsor. The bill has bipartisan support, as Senator Niezgodski (representing South Bend and Mishawaka) is also a co-author, and Senator Qaddoura has expressed support it as well.

If such legislation eventually passes, this driving card would be acceptable documentation for obtaining a library card. The Director inquired about the possibility of EPL making a statement in support of such a bill if it is reintroduced in 2023. There was discussion on this. No action taken on this item.

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

Jeri Star moved

THAT the meeting be adjourned.

Janet Gruwell seconded. The regular meeting of the Board of Trustees of the Elkhart Public Library was adjourned at 6:58 p.m. by James W. Rieckhoff, President.

The next regularly scheduled meeting of the Board of Trustees will be September 20th, 2022 at 5:30 p.m. at Downtown Location, 300 S. Second Street, Elkhart, IN.

Janet Gruwell, Interim Secretary