

### ROLL CALL & INTRODUCTION OF GUESTS

Members present: Carlos A. Esteves (via Zoom) Janet Gruwell, Jennifer Nielsen, Jeri Stahr, and James W. Rieckhoff. Laura Steffen and Clarence W. Thomas 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; Jarret Mitchell, Pierre Moran Branch Supervisor; and Charles Pieri, Branch YPS Librarian.

Staff present via Zoom: Deb Bloom, Circulation Department Head; John Dawson, Health and Safety Coordinator; Elizabeth Layman, Technical Services Librarian; 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.

James W. Rieckhoff, President, appointed Jennifer Nielsen as interim Secretary in the absence of Secretary Laura Steffen.

### CONSENT AGENDA

The Consent Agenda was presented. There being no objections, Janet Gruwell moved

THAT the Consent Agenda 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)

### PRESIDENT'S BUSINESS

James W. Rieckhoff, President, noted that the new/improved Pierre Moran Branch looked great.

### DIRECTOR'S REPORT

Jarret Mitchell, Pierre Moran Branch Supervisor, answered questions about the newly renovated facility. He stated that the results were great, especially considering the space limitations. After that, he led members of the board on a tour of the branch.

Lisa Guedea Carreño, Director, detailed updates from the Indiana General Assembly, including her trip to the Statehouse the previous week to testify against SB 12, the proposed bill on Materials Harmful to Minors. Its counterpart in the House did not get a hearing. The Senate bill was amended twice and passed by the Judiciary Committee. As of the Board meeting, there are 15 proposed amendments, six of them new since the Committee hearing, for consideration by the full Senate. The deadline for legislation to be approved by committees is this week, and those bills must be voted on by the full Senate early next week in order to be sent to the House for consideration.

She also mentioned other proposed bills. One would require live transmissions of public meetings and the retention of the recordings for 90 days for public viewing. There is a proposal to place restrictions on the type of funds public pensions can be invested in. The residential property tax cap may be reduced to just under the current 1%. Financial literacy could become an educational requirement. The Dolly Parton Imagination Library bill has bipartisan support.

There were no questions on the Director’s Report. Updates to the board binder were distributed to members.

**NEW BUSINESS**

Circulation Policy revisions (first reading)

Lisa Guedea Carreño, Director, presented the Circulation Policy. Minor revisions were made including elimination of wifi hotspots, renewals on DVDs and Blu-Ray discs, and availability of park passes. There being no objections, Jennifer Nielsen moved

THAT the Circulation Policy be approved.

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)

Internal Controls

Lisa Guedea Carreño, Director, discussed the State Board of Accounts training requirement to ensure proper checks and balances, transparency, and accountability with regard to management of public funds. Starting in 2016, all staff completed training and each additional hire has had to complete this as well. Board members need to view a training video and sign document of having done so. Those members that do not have this documentation on file were given forms to submit when the training was completed.

A number of policies with technical revisions including addition of the statement, “This policy is a

component of the Library’s Internal Controls process” were presented to the board. These include: Employee Use of Library Technology and Resources Policy; Gift Policy; Materiality and Variance Reporting Policy; Mileage Reimbursement Policy; Petty Cash Control Policy; and Professional Development Policy. There being no objections, Carlos A. Esteves moved

THAT all six of the policies (Employee Use of Library Technology and Resources Policy; Gift Policy; Materiality and Variance Reporting Policy; Mileage Reimbursement Policy; Petty Cash Control Policy; and Professional Development Policy) be approved together.

Janet Gruwell 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)

Lisa Guedea Carreño, Director, presented policies with more substantive revisions. These are the Library Credit Card Policy and the Purchasing Policy. Board members expressed a desire for more information on changes made to the policies. A “marked up” copy was suggested for next month. A review from either a lawyer or State Board of Accounts representative was also recommended. Jane A. Garoutte, Business Manager/Treasurer, gave examples of policy use and how auditors have reviewed policies when completing financial records. Lisa suggested that our accounting company, Baker Tilly, review the documents as an alternative to legal counsel or the SBOA, given the firm’s expertise in local government finance. James W. Rieckhoff, President, held the Library Credit Card Policy and the Purchasing Policy over for a second reading next month.

Questions and Information from Board, Staff, and Guests

Kevin J. Kilmer, Assistant Director of Branch and Technical Services, acknowledged his appreciation to board members’ condolences on the passing of his father. He noted that Director Lisa Guedea Carreño and Assistant Director of Public Services Mary Beth Schlabach were supportive of him during this time. He also praised his direct reports for stepping up and assisting as needed. Specifically, Kevin praised Jarret Mitchell, Pierre Moran Branch Supervisor, for developing a Supervisor-In-Charge schedule.

ADJOURNMENT

Jeri Stahr moved

THAT the meeting be adjourned.

Jennifer Nielsen seconded. Motion: passed

James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:51 p.m.

The next regularly scheduled meeting of the Board of Trustees will be March 21, 2023 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

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Jennifer Nielsen, Interim Secretary