

REGULAR MEETING AGENDA

- A. ROLL AND INTRODUCTION OF GUESTS
- B. CONSENT AGENDA
 - 1. Adopt Agenda
 - 2. Minutes of the Last Meeting
 - 3. Business Manager's Report and Finances
 - a. Financial Statements – October 2023
 - b. Claims-to-be-paid – October/November 2023
 - c. Projected summary – November/December 2023
 - d. Estimated cash flow – November 2023 – January 2024
 - e. Personnel Changes Report – October/November 2023
- C. PRESIDENT'S BUSINESS
 - 1. Holiday gift from the Board to Library staff
 - 2. Board Conflict of Interest forms
- D. DIRECTOR'S REPORT
 - 1. Updated organizational chart for Board Reference Binders
 - 2. Department Report: Mark van Lummel, Head of Technical Services
- E. UNFINISHED BUSINESS
- F. NEW BUSINESS
 - 1. Global updates in job descriptions to reflect changes in wage grades, job titles, and reporting structure resulting from the Wage Market Study
 - 2. As-required revisions of policy references to job titles that have changed as a result of the Wage Market Study
 - 3. Child Abuse or Neglect Reporting Policy revision (first reading)
 - 4. Alcohol Policy (first reading)
 - 5. Job Description revision: Department Head, Reference Services
 - 6. Job Description revisions: Department Head, Computer Services and Computer Network Administrator
 - 7. Draft Board Meeting schedule for 2024
 - 8. Draft Holidays & Closings schedule for 2024
- G. PRIVILEGE OF THE FLOOR: Guests, Staff, and Board members may have up to five (5) minutes each to speak on an issue.

NEXT SCHEDULED BOARD MEETING: December 19, 2023 at 5:30 pm, Downtown Library, 300 S. 2nd Street.

* General public and interested individuals wanting to observe the Elkhart Public Library Board of Trustees meeting via videoconference may contact Sam Householder, Elkhart Public Library Communications Manager, on Monday, November 13 to receive viewing information. Contact Sam by email: shouseholder@MyEPL.org or cell 574-527-2865.

According to EPL policy, "meetings conducted entirely in person are the expected method of conducting official business." However, this month's agenda does not include any items that would prohibit a Board member from attending the meeting electronically, as long as all of the following conditions are met:

- a. At least four Trustees must be present in person at the designated location; and
- b. Trustees participating via electronic communications must be both seen and heard to participate in votes; and
- c. The presiding officer must take votes only by roll call; and
- d. Trustees must notify the presiding officer at least 72 hours in advance of the announced meeting time if they choose to attend the meeting via electronic communications; and



BOARD OF TRUSTEES' MEETING
Tuesday, November 14, 2023
5:30 p.m.

Department Report: Downtown Library*
Lower Level Meeting Rooms

- e. Trustees may not attend more than two consecutive regular public Library Board meetings via electronic communications, and may not attend more than half of the Library Board's regular public meetings in a given year via electronic communications, unless the reason for attending electronically is due to military service; illness or other medical condition; death of a family member; or emergency involving actual or threatened injury to individuals or property.