

BUDGET ADOPTION MEETING

A Budget Adoption Meeting of the Board of Trustees of the Elkhart Public Library was held on October 17, 2023, at the Downtown Location and called to order at 5:30 p.m. by James W. Rieckhoff, President.

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Jeri Stahr, and Yuliana Rivera Arce. 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: Nathan Claeys, Human Resources Manager; Diana Gill, Computer Services Department Head; Brett Hamilton, Reference Librarian; Laura Holland, Administrative Clerk; Katrina Maust, Reference Department Head; Allison McLean, YPS Department Head; and Charles Pieri, Branch YPS Librarian.

Staff present via Zoom: John Dawson, Health and Safety Coordinator; Sam Householder, Communications Manager; Mary Ann Kempa, Cleveland Branch Supervisor; and Trevor Wendzonka, Chief Marketing Officer.

Guest present: Ralph Spelbring, patron; Patrick McKenna (via Zoom) and Abby Clegg (via Zoom), NFP Compensation Consultants.

Jeri Stahr moved

THAT the Budget be adopted as presented.

Jennifer Nielsen seconded. Motion: carried (6-0)

Jennifer Nielsen moved

THAT the Budget Adoption Meeting be adjourned.

Jeri Stahr seconded. Motion: carried (6-0)

The budget hearing was adjourned at 5:34 p.m.

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Jeri Stahr, and Yuliana Rivera Arce. 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: Nathan Claeys, Human Resources Manager; Diana Gill, Computer Services Department Head; Brett Hamilton, Reference Librarian; Laura Holland, Administrative Clerk; Katrina Maust, Reference Department Head; Allison McLean, YPS Department Head; and Charles Pieri, Branch YPS Librarian.

Staff present via Zoom: John Dawson, Health and Safety Coordinator; Sam Householder, Communications Manager; Mary Ann Kempa, Cleveland Branch Supervisor; and Trevor Wendzonka, Chief Marketing Officer.

Guest present: Ralph Spelbring, patron; Patrick McKenna (via Zoom) and Abby Clegg (via Zoom), NFP Compensation Consultants.

REGULAR BOARD OF TRUSTEES MEETING

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:34 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The Consent Agenda was presented. Jane A. Garoutte, Business Manager/Treasurer; noted that this month's investments would not be the highest interest rate because of the work involved for the slight difference in rates. There was no objection from the board. Janet Gruwell moved

THAT the Consent Agenda be adopted.

Jennifer Nielsen seconded. Motion: carried (6-0)

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, read a proclamation by Mayor Rod Roberson in honor of National Friends of Libraries Week. The proclamation will be presented to the Friends at their October meeting by Lisa Guedea Carreño, Director.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, informed board members who were on the Board in 2022 that they would receive an email concerning fraud from the auditor. This is not spam and should be completed. In addition, Marketing would like to do a group photo of the board at the next meeting, assuming all members can be in attendance.

Katrina Maust, Reference Department Head, gave a presentation on her department. This included the staff, examples of questions they have received, reference statistics, collection development, and inter-library loans. Brett Hamilton, Reference Librarian, gave a brief demonstration of some of the databases that are available to patrons

OLD BUSINESS

Opportunity for Library Board member to serve *ex officio* on the Elkhart City Park Board

Lisa Guedea Carreño, Director, noted that the Elkhart City Park Board meets on the same schedule as the Elkhart Public Library Board meetings. Therefore, there will be no EPL Board member able to serve.

Wage Schedule Proposal

Lisa Guedea Carreño, Director, presented the Wage Schedule Proposal for a second reading. She also noted that Patrick McKenna and Abby Clegg from NFP Compensation Consultants had joined the meeting via Zoom to answer any additional questions. Jennifer Nielsen moved

THAT the Wage Schedule Proposal be approved as presented.

Janet Gruwell seconded. Motion: carried (6-0)

NEW BUSINESS

Recommended wage adjustments pursuant to new Wage Schedule (if approved)

Lisa Guedea Carreño, Director, presented the Wage Adjustments Proposal. After the new Wage Schedule is applied, the next step is to bring staff close to the same location on the new wage scale as they were on the old schedule. This starts with a 4% pay increase for everyone, based on recent inflationary trends and US employer surveys regarding anticipated wage increases for 2024. A formula is used to determine compensation ratios on old and new schedules, with adjustments made to those wages that (after the 4% inflationary adjustment) are more than 4 percentage points lower on the new schedule than they had been on the old schedule. The new wages would begin with the first pay date in November.

James W. Rieckhoff, President, asked about staff reaction to proposal. Lisa responded that there were some objections to proposed title changes, and not all titles will change based on the reasoning behind the objections. Yuliana Rivera Arce asked about merit raises instead of global ones. Human Resources Manager Nathan Claeys responded that changing to a merit-based compensation system represents a significant organizational culture change, and many employers are moving away from merit increases. Lisa stated that in her experience, merit-based raises have both pros and cons. She added that government institutions tend to give across-the-board increases, while private businesses tend to give merit-based raises.

Jennifer Nielsen moved

THAT the Wage Adjustments Proposal be approved as presented.

Cynthia Dunlop seconded. Motion: carried (6-0)

Nonresident Card Policy revision (first reading) and corresponding Fee Schedule Update

Lisa Guedea Carreño, Director, presented the Nonresident Card Policy, Nonresident Card Fee Resolution, and the updated corresponding Fee Schedule. Changing filters on e-book content to students using e-cards to help schools comply with state legislation resulted in some items being blocked via e-cards that teachers need for their curricula and which would be available using regular non-resident cards. Eliminating the fee for teachers and students who teach/attend school in our district is a practice of many other public libraries and is allowed by statute. This would include students and teachers at private schools that serve EPL's district. Jeri Stahr moved

THAT the Nonresident Card Policy revision be approved as presented.

Janet Gruwell seconded. Motion: carried (6-0)

Janet Gruwell moved

THAT the Nonresident Card Fee Resolution be approved as presented.

Cynthia Dunlop seconded. Motion: carried (6-0)

Janet Gruwell moved

THAT the Fee Schedule be approved as presented.

Jennifer Nielsen seconded. Motion: carried (6-0)

Mileage Reimbursement Policy revision (first reading)

Lisa Guedea Carreño, Director, presented the Mileage Reimbursement Policy. This is just a clarification of practice that both Indiana and IRS rates are checked and averaged monthly. Yuliana Rivera Arce asked about using just the IRS reimbursement rate, to which Lisa stated it had been updated from a set fee to the average a couple of years ago, previously being much lower. It could be altered if the board wanted to change it to just the IRS rate. Jennifer Nielsen moved

THAT the Mileage Reimbursement Policy be approved as presented.

Jeri Stahr seconded. Motion: carried (6-0)

Annual review and reaffirmation of Internet Access Policy

Lisa Guedea Carreño, Director, presented the current Internet Access Policy. No changes were recommended by EPL Technology Committee. Jennifer Nielsen moved

THAT the Internet Access Policy be reaffirmed.

Janet Gruwell seconded. Motion: carried (6-0)

1782 Notice Response Resolution

Jane Garoutte, Business Manager/Treasurer explained that this resolution allows her to respond to the

1782 Notice regarding EPL’s final budget for next year within the 10-day deadline given by the Department of Local Government Finance.

Janet Gruwell moved

THAT the Budget Blanket Reduction Resolution be approved as presented.

Yuliana Rivera Arce seconded. Motion: carried (6-0)

Acting Secretary

Noting that Laura Steffen was not present, Jane Garoutte, Business Manager/Treasurer, suggested Jennifer Nielsen be appointed as acting secretary for the meeting. Janet Gruwell moved

THAT the Jennifer Nielsen be appointed as acting secretary

Yuliana Rivera Arce seconded. Motion: carried (5-1)

3rd Quarter PLAC Report

Signatures only.

Questions and Information from Board, Staff, and Guests

Library patron Ralph Spelbring noted that certain newspapers are no longer available in the library. Lisa Guedea Carreño, Director explained that a number of them are available in electronic format. Katrina Maust, Reference Department Head explained that subscriptions are based on usage and cost but also noted we have re-subscribed to the *Indianapolis Star* subscription based on patron requests.

ADJOURNMENT

Jennifer Nielsen moved

THAT the meeting be adjourned.

Janet Gruwell seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:37 p.m.

The next regularly scheduled meeting of the Board of Trustees will be November **14**, 2023 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Jennifer Nielsen, Acting Secretary