

BOARD OF FINANCE MEETING AGENDA

Board of Finance (immediately prior to regular Board meeting): Per IC 5-13-7-6 and IC 5-13-7-7, The local officers designated as members of *the board of finance shall meet after the first Monday and on or before the last day of January* to:

- A. Elect a president and secretary of the Board of Finance (usually mirrors board officers)
- B. Receive and review the annual report on investments
- C. Review the overall investment policy of the library

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. Revised Budget Classification – November 2023
 - b. Financial Statements – December 2023
 - c. Claims-to-be-paid – December 2023/January 2024
 - d. Projected summary – January/February 2024
 - e. Estimated cash flow – January – March 2024
 - f. Personnel Changes Report – December/January 2024
- C. PRESIDENT'S BUSINESS
- D. DIRECTOR'S REPORT
 - 1. Three Things to Know for Winter 2024
 - 2. Department Report: Diana Gill, Head of Computer Services
- E. UNFINISHED BUSINESS
- F. NEW BUSINESS
 - 1. Patron Code of Conduct revisions (first reading)
 - 2. Job Description Revisions:
 - a. Department Head – Facilities
 - b. Director of Human Resources
 - c. Executive Director
 - d. Senior Building Operations Manager
 - 3. 2023 Encumbrance List
 - 4. 2023 Budget Transfers
 - 5. 2024 Resolution To Pay Bills With Prior Approval
 - 6. PLAC Report for Board and Director signature (quarterly)
- 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: February 20, 2024 at 5:30 pm, Downtown Library, 300 S. 2nd St.

* 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, January 15 to receive viewing information. Contact Sam by email: shouseholder@MyEPL.org or cell 574-527-2865.

Emailed to News Media on January 12, 2024.



BOARD OF TRUSTEES' MEETING
Tuesday, January 16, 2024
5:30 p.m.
Downtown Library*
Lower Level Meeting Rooms

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
- 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.