

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Jennifer Nielsen, James W. Rieckhoff, Yuliana Rivera Arce, Jeri Stahr, and Laura Steffen. Janet Gruwell was not present.

Others present: Lisa Guedea Carreño, Executive Director; Jane A. Garoutte, Senior Business Manager/Treasurer; and Kevin J. Kilmer, Director of Branch and Technical Services.

Staff present: Deb Bloom, Circulation Department Head; Laurene Harneck, Technical Services Librarian; Laura Holland, Administrative Clerk; and Eric Nord, Computer Network Assistant;

Staff present via Zoom: Nathan Claeys, Director of Human Resources; John Dawson, Senior Building Operations Manager; Sue Eller, Dunlap Branch Manager; Donna Mitschelen, Osolo Branch Manager; 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.

CONSENT AGENDA

The Consent Agenda was presented. Jane A. Garoutte, Senior Business Manager/Treasurer; noted an additional 2 payments were added to the claims list in order to be paid by year end. Revised claims list will be added to the packet and emailed to board members. Laura Steffen moved

THAT the Consent Agenda be adopted as updated.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, presented the yearly holiday gift from the board to the Technical Services Department, which was accepted by Laurene Harneck on behalf of the department.

The Elkhart Symphony's performance with book reading at the Downtown program Songs in the Stacks was really wonderful.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, asked if there were questions on her board report. There were none.

Deb Bloom, Circulation Department Head, presented information on her department. There are a number of open hours from staff transfers, but she hopes to have the positions filled in the New Year. The importance of pages shelving materials and “shelf reading” to ensure items are in proper order was noted. Besides circulation duties, Circulation staff assist with security monitoring, verifying new materials are correctly labeled before setting out for patrons, and a variety of miscellaneous other responsibilities.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Employee Wage Resolution for 2024

Lisa Guedea Carreño, Executive Director, presented the 2024 Wage Resolution. Although this was adopted in October, a resolution is required by the State Board of Accounts. This is the same information, just reformatted and with the required language. Yuliana Rivera Arce moved

THAT the Employee Wage Resolution for 2024 be adopted.

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

Data Privacy and Protection Policy

Lisa Guedea Carreño, Executive Director, presented the Data Privacy and Protection Policy. This replaces the Confidentiality of Patron Information Policy with more information addressing data systems and how data may be used. This has been drafted by Chief Marketing Officer Trevor Wendzonka and Senior Building Operations Manager John Dawson and edited and vetted by our attorneys. Jeri Stahr moved

THAT the Data Privacy and Protection Policy be adopted.

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

Job Description revision – Branch Manager II

Lisa Guedea Carreño, Executive Director, presented the Job Description for Branch Manager II. The recent Wage Study included a reclassification of the former Branch Supervisor role. Branch Manager I is the same as the Branch Supervisor. Branch Manager II has additional responsibilities and certification requirements, resulting in a higher slot on the wage scale. Jennifer Nielsen moved

THAT the Job Description for Branch Manager II be approved as presented.

Jeri Stahr seconded.

Motion: carried (6-0)

Resolution to Transfer to LIRF

Lisa Guedeá Carreño, Executive Director, presented the Resolution to Transfer to LIRF (Library Improvement Reserve Fund). These funds are being put aside for large future capital expenses and has proposed a transfer of \$260,000 for 2023. She hopes to use funds for renovation of the Children and Teen spaces. Cynthia Dunlop moved

THAT the Resolution to Transfer to LIRF be adopted.

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

Questions and Information from Board, Staff, and Guests

Jeri Stahr, Vice-President, mentioned that the wife of an active Friends group member has a serious health issue. Perhaps some cards of encouragement could be sent.

James W. Rieckhoff, President, stated that he enjoys reading the monthly reports from managers. He is impressed by all the things Children's YPS Librarian Chuck Pieri accomplishes.

Yuliana Rivera Arce, Trustee, thanked Director of Branch and Technical Services Kevin J. Kilmer for the recent branch tour, including behind the scenes look. She also noted that her daughter participated in the recent Page to Stage program and they really enjoyed it.

ADJOURNMENT

Laura Steffen moved

THAT the meeting be adjourned.

Jennifer Nielsen seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:20 p.m.

The next regularly scheduled meeting of the Board of Trustees will be January 16, 2024 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Laura Steffen, Secretary