

BOARD OF FINANCE MEETING

The Board of Finance of Elkhart Public Library annual meeting was 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, Yuliana Rivera Arce, Jeri Stahr, and Laura Steffen.

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

Staff present: Deb Bloom, Circulation Department Head; Diana Gill, Computer Services Department Head; Laura Holland, Administrative Clerk; and Eric Nord, Computer Network Assistant

Staff present via Zoom: John Dawson, Senior Building Operations Manager; Elizabeth Layman, Technical Services Librarian; and Charles Pieri, Branch YPS Librarian

NEW BUSINESS

First order of business was the election of officers for the Board of Finance. Jeri Stahr moved

THAT the Board of Finance elect James W. Rieckhoff as President and Laura Steffen as Secretary for the 2024 calendar year.

Jennifer Nielsen seconded. Motion: carried (7-0)

Jane A. Garoutte, Business Manager, presented the Investment Report for 2023, noting that for the last four months, CD rates were less than the interest rate being paid on the business checking at 1st Source Bank. There being no objections, Janet Gruwell moved

THAT the report of investments for 2023 be accepted as presented

Jennifer Nielsen seconded. Motion: carried (7-0)

The Board reviewed the investment policy, and Jane A. Garoutte, Business Manager recommended no changes at this time. There being no objections, Laura Steffen moved

THAT the investment policy be approved as presented.

Janet Gruwell seconded. Motion: carried (7-0)

Jeri Stahr moved

THAT the Board of Finance Meeting be adjourned.

Janet Gruwell seconded. The Board of Finance Meeting was adjourned by James W. Rieckhoff at 5:37 p.m. The Board of Finance will meet each January as required by law.

REGULAR BOARD OF TRUSTEES MEETING

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:37 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The Consent Agenda was presented. Jane A. Garoutte, Senior Business Manager/Treasurer, noted a correction on paid invoice Five Star Roofing was not equipment contracts and computer licenses, but for roof replacement.

Additionally, she discussed the investment recommendation, explaining that the Federal Reserve has been considering lowering the prime interest rate, which will in turn affect rates that will be earned on checking account balances and offered in future months for certificates of deposit. Discussion regarding the amount to invest and the term (length of time) for various investments followed. Cynthia Dunlop moved

THAT the Consent Agenda be adopted allowing for the Business Manager to try several other scenarios and reporting her decision based on cash flow needs.

Laura Steffen seconded. Motion: carried (7-0)

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, discussed his recent attendance at the Bristol Public Library's board meeting. They have a packet of information containing some of their policies that they hand out to any patron who wants it. There was discussion on the pros and cons of such a packet. Policy information is currently available to patrons both in print and online, most notably the Collection Development and the Request for Reconsideration Policies.

James W. Rieckhoff, President also noted that Elkhart County Commissioner Bob Barnes spoke at the other library's board meeting, sharing some of his views. Would we like to have him come to share at our meeting sometime in the future? There was discussion on how a library tour could be combined with this presentation. There was interest in arranging this.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, had some items to discuss in addition to the items in the director's report. The policy concerning service animals will need to be updated to include animals that are in training. Other parts of the policy will be updated and presented to the board next month.

Handouts were distributed to board members with updates to the board binder with 2024 budget information. Lisa also gave legislative updates on proposed bills. She gave additional handouts concerning one particular proposed bill that would restrict services provided by public libraries and would have public library budgets controlled by a municipal body – in EPL's case, the County Council – rather than the library being a taxing unit, as it is now.

Diana Gill, Computer Services Department Head, gave a presentation on the department that included statistics on printing, copier use, and faxing. Computer Services does more than provide computers for patrons. They are the IT department for the entire library system, offer training both in-house and through outreach programming. Other technology they are in charge of include the VOIP phone systems, Polaris circulation and catalog program (EPL's integrated library system), and RFID equipment for circulation.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Patron Code of Conduct revisions (first reading)

Lisa Guedea Carreño, Executive Director, presented revisions to the Patron Code of Conduct. Changes clarify items prohibited on library property, not just inside the buildings. Revisions also state that drinks must be in secure and spill resistant container. This is addressed in another policy, but will now be listed clearly in the code of conduct also. There being no objections, Yuliana Rivera Arce moved

THAT the Patron Code of Conduct be adopted as presented.

Jeri Stahr seconded. Motion: carried (7-0)

Job Description Revisions: (Department Head – Facilities; Director of Human Resources; Executive Director; and Senior Building Operations Manager)

Lisa Guedea Carreño, Executive Director, presented four revised job descriptions (Department Head – Facilities; Director of Human Resources; Executive Director; and Senior Building Operations Manager). These are changes are made based on Market Wage Study adopted by the Board in October 2023 and contain changes to title, grade scale, and reporting structure. There being no objections, Jennifer Nielsen moved

THAT the all four of the job descriptions be approved as presented.

Laura Steffen seconded. Motion: carried (7-0)

2023 Encumbrance List

Jane A. Garoutte, Senior Business Manager/Treasurer, presented the 2023 Encumbrance List. Libraries may encumber funds for the purchase of items ordered in one budget year, but not received, invoiced or paid before the end of that budget year. The amounts encumbered are moved to an encumbrance account in the new year's budget, allowing for items ordered on purchase orders in 2023

to be paid in 2024, from the 2023 budget. New this year are encumbrances for books, audio and video, identified as open purchase orders in Polaris. Previously, all outstanding materials orders have rolled over to the new budget year. The hope is to reduce or eliminate the hiatus in year-end ordering and receiving for selectors and Technical Services and thus shorten the time patrons must wait for materials released in November, December, and January. There being no objections, Janet Gruwell moved

THAT the 2023 Encumbrance List be approved as presented.

Jeri Stahr seconded. Motion: carried (7-0)

2023 Budget Transfers

Jane A. Garoutte, Senior Business Manager/Treasurer, presented the 2023 Budget Transfers and explained a revision correcting account codes. There being no objections, Jeri Stahr moved

THAT the Resolution for 2021 Year-End Budget Transfers be adopted as presented.

Jennifer Nielsen seconded. Motion: carried (7-0)

2024 Resolution To Pay Bills With Prior Approval

Jane A. Garoutte, Business Manager, presented Resolution To Pay Bills With Prior Approval. There being no objections, Janet Gruwell moved

THAT the Resolution To Pay Bills With Prior Approval be adopted as presented.

Cynthia Dunlop seconded. Motion: carried (7-0)

PLAC Report for Board and Director signature (quarterly)

This is a signature only item.

Questions and Information from Board, Staff, and Guests

There were no additional items presented.

ADJOURNMENT

Jeri Stahr 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 7:23 p.m.

The next regularly scheduled meeting of the Board of Trustees will be February 20, 2024 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Laura Steffen, Secretary