

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Jeri Stahr, and Laura Steffen. Yuliana Rivera Arce 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: Katie Graham, Technical Services Department Head; Laura Holland, Administrative Clerk; and Eric Nord, Computer Network Assistant.

Staff present via Zoom: John Dawson, Senior Building Operations Manager; Sam Householder, Communications Manager; and Trevor Wendzonka, Chief Marketing Officer.

REGULAR BOARD OF TRUSTEES MEETING

Kevin J. Kilmer, Director of Branch and Technical Services introduced Katie Graham, recently hired Technical Services Department Head.

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:32 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The Consent Agenda was presented. Lisa Guedea Carreño, Executive Director, requested an additional item be added to the Agenda, concerning the Jazz Festival. Jennifer Nielsen moved

THAT the Agenda be updated to include discussion on the Jazz Festival.

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

Jeri Stahr moved

THAT the Consent Agenda be adopted as amended.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, mentioned a news article on legislation in Maryland that the public has the right to use the library.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, gave a final call for trustees wanting to attend the Trustee training. She and Cynthia Dunlop will be attending. Lisa also distributed a copy of A Resolution of the Elkhart County Council Establishing Library Board Appointment Policy.

Kevin J. Kilmer, Director of Branch and Technical Services, gave a report on the Goshen Public Library-Elkhart Public Library Resource Sharing Consortium, for which he is the Advisory Committee Chair. He presented a slideshow on the history of the consortium, which started services in November, 2014. The expense of the ILS software may be a limiting factor in other libraries joining, but it is a hope that eventually all the county libraries could participate. Currently EPL pays 70% of software expense while GPL pays 30%. There are two committees for the consortium. The Advisory Committee has four staff members from each library system representing circulation, technical services, selection, and software administrator. The Executive Committee, made up of the Directors, also meets with the Advisory Committee. Besides sharing collections, the consortium has collaborated to share digital resources and go fine free on overdue items. Charts showing item circulation were also presented.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Service Animals and Pets Policy revision

Lisa Guedea Carreño, Executive Director, presented the Service Animals and Pets Policy. In 2023, there were changes to the Indiana statute that resulted in a revision to the policy, but it did not include all of the updates to the code. One major change is that animals being trained as service animals are treated the same as service animals. Revisions to the policy are mostly straight from the state statute and have been vetted through legal counsel. Laura Steffen moved

THAT the Service Animals and Pets Policy be adopted as presented.

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

Job Description revision: Cataloging Clerk

Lisa Guedea Carreño, Executive Director, presented the Cataloging Clerk Job Description. This is a grade change to the position based on the autonomy, skill, and independent judgment required for the position. Jeri Stahr moved

THAT the Cataloging Clerk Job Description be approved as presented.

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

Advance Payments Resolution

Lisa Guedea Carreño, Executive Director, presented the Advance Payments Resolution. This allows advance payment to vendors for services, which improves EPL's business operations. Cynthia Dunlop moved

THAT the Advance Payment Resolution be adopted.

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

Closure for Jazz Festival

Lisa Guedea Carreño, Executive Director, presented a request to participate as an official venue for the Elkhart Jazz Festival, June 21-22. This would require the Downtown location to be closed except for concert related activities. Branches would remain open for regular hours. Downtown staff would still be able to complete full work schedule and could maybe earn Community Engagement time. This would be similar to the 2023 Jazz Festival. Discussion followed. Jeri Stahr moved

THAT the Downtown location be closed June 21-22, 2024 in order to be a venue for the Elkhart Jazz Festival.

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

Questions and Information from Board, Staff, and Guests

James W. Rieckhoff, President, noted that he had sent an email to Elkhart County Commissioner Bob Barnes about attending one of our board meetings. There has not been a response.

Cynthia Dunlop, Member, inquired about Strategic Planning. Lisa Guedea Carreño, Executive Director, explained that it is a requirement of the state library to complete one every 3-5 years and gave some examples of the importance of this and how things can change quickly, using COVID adaptations as an example. Cynthia also noted she was impressed by all the events and meetings on Lisa's Director's Report. Lisa discussed some of the networking she has done through these outside organizations.

Katie Graham, Technical Services Department Head, stated that she has felt a bit overwhelmed finding her way around as a new hire but has appreciated the very friendly faces who have helped her.

ADJOURNMENT

Laura Steffen moved

THAT the meeting be adjourned.

Jeri Stahr seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:25 p.m.

The next regularly scheduled meeting of the Board of Trustees will be March 19, 2024 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Laura Steffen, Secretary