

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; Kevin J. Kilmer, Director of Branch and Technical Services; and Mary Beth Schlabach, Director of Public Services.

Staff present: Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; Donna Mitschelen, Osolo Branch Manager; and Eric Nord, Computer Services Department Head.

Staff present via Zoom: Nathan Claeys, Director of Human Resources; John Dawson, Senior Building Operations Manager; Sue Eller, Dunlap Branch Manager; Jane A. Garoutte, Senior Business Manager/Treasurer; and Jeanne Glanders, Popular Materials Department Head.

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. Lisa Guedea Carreño, Executive Director, noted a correction to the Personnel Change Report that Sharon Simmons resigned from Dunlap Branch, not YPS. Janet Gruwell moved

THAT the amendment to the Consent Agenda be approved.

Yuliana Rivera Arce seconded. Motion: carried (7-0)

Janet Gruwell moved

THAT the amended Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, reminded members to consider joining the Friends of the Library. He also shared his experience on a recent trip to a large library in St Louis and noted that when traveling, it is nice to take an opportunity to see other libraries.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, reported on a massive computer network outage in July. She praised the efforts of those in Computer Services who worked long hours to restore services. Outside consultants are reviewing what happened to avoid reoccurrence.

The Emma Molloy Historical Marker has been placed outside the Downtown Library on High Street. There will be an Open House on September 4th including marker dedication.

Donna Mitschelen, Osolo Branch Manager, gave her department presentation. Summer Reading Program had increased participation. Parking spaces are frequently full during story time programs, and the church next door has allowed staff and other overflow to use their lot. Samples of recent and upcoming events were also shown. The board asked about upcoming changes to the road project on Bristol Street and expressed concerns about safety with changes.

OLD BUSINESS

Fundraising Feasibility Study

Lisa Guedea Carreño, Executive Director, noted that a Request for Proposal (RFP) was issued for the fund-raising feasibility study. She is hoping to have responses by Friday and results before the end of the year.

NEW BUSINESS

Draft 2025 Budget

Jane A. Garoutte, Senior Business Manager/Treasurer via Zoom presented the Draft 2025 Budget via Zoom. There will be a public budget hearing preceding the regular board meeting. Although some departmental amounts may be adjusted, the total amount requested will be the same as presented here. The increased cost of publishing and mailing the quarterly magazine was discussed including possible digital alternatives.

Board Meeting Policy revision (first reading)

Lisa Guedea Carreño, Executive Director, presented revisions to the Board Meeting Policy. Proposed revisions are to align with HEA 1338, which recently passed the General Assembly, regarding how public meetings are to be conducted and maintaining order. Jeri Stahr moved

THAT the Board Meeting Policy revision be adopted

Yuliana Rivera Arce seconded. Motion: carried (7-0)

Vacation Policy revision (first reading)

Lisa Guedea Carreño, Executive Director, presented Vacation Policy revisions. She distributed a new copy, as a technical correction needed to be made which was not included in the board packet. This was to correct the grade levels to align with revisions passed by new wage schedule in 2023. The substantive revision to the policy is to remove the 6-month waiting period for new employees to be able to use vacation time. Laura Steffen moved

THAT the Vacation Policy revision be amended as proposed.

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

Jennifer Nielsen moved

THAT the Vacation Policy revision be adopted as amended.

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

PTO Policy revision (first reading)

Lisa Guedea Carreño, Executive Director, presented PTO Policy revisions. For consistency, all PTO hours can be taken in 30-minute increments. Laura Steffen moved

THAT the PTO Policy revisions be approved.

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

Job description Revision: Computer Network Assistant/Computer Support Specialist

Lisa Guedea Carreño, Executive Director, presented the Job Description for the ..Computer Support Specialist. This position combines former Computer Network Assistant and the Computer Services Clerk III. There will be 2 slots for this position. Jeri Stahr moved

THAT the item be updated.

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

Wage Schedule Revision

Lisa Guedea Carreño, Executive Director, presented the Wage Schedule Revision. This reflects the changes made by the updates to Computer Services positions. Janet Gruwell moved

THAT the Wage Schedule Revisions be adopted.

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

Questions and Information from Board, Staff, and Guests

Cynthia Dunlop commented on how she loved the Summer Reading Program. She also noted that Elkhart Community Schools seemed to have low participation and wondered how this year compared to previous years for ECS engagement.

ADJOURNMENT

Jeri Stahr moved

THAT the meeting be adjourned.

Laura Steffen seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:44 p.m.

The next regularly scheduled meeting of the Board of Trustees will be September 17, 2024 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Jennifer Nielsen, Secretary