

### ROLL CALL & INTRODUCTION OF GUESTS

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

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: Micah Daso, Computer Support Specialist; Laura Holland, Administrative Clerk; Eric Nord, Computer Services Department Head; Allison McLean, YPS Department Head; Charles Pieri, Branch YPS Librarian; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: John Dawson, Senior Building Operations Manager and Sam Householder, Communications Manager.

### PUBLIC BUDGET HEARING

The public hearing for the 2025 Budget was called to order at 5:30 p.m. by James W. Rieckhoff, President. Jane A. Garoutte, Business Manager/Treasurer, noted that the proposed budget had been posted online. There was no member of the public present to comment. Janet Gruwell, Board Member, asked about limits to cash surplus. Jane stated that if the reserves are more than 150% of the incoming budget, we can be forced into a binding review with the Elkhart County Council, and they could cut our future budget by up to 10 percent.

Yuliana Rivera Arce, Board Member, questioned the production and mailing costs for Explorer and Explora magazines. Chief Marketing Officer Trevor Wendzonka presented some statistics on increase in household engagement as a result of all marketing campaigns but had no way to track specifics on how effective the mailings are. Board members discussed pros and cons of physical copies as well as digital alternatives.

There being no public present to comment on the budget, Jeri Stahr moved

THAT the Public Budget Hearing be closed.

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

The meeting was closed at 5:50 p.m. The 2025 Budget Adoption Meeting will be at 5:30 October 15, 2024 during the regular board meeting.

### REGULAR BOARD OF TRUSTEES MEETING

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:50

p.m. by James W. Rieckhoff, President.

### CONSENT AGENDA

The Consent Agenda was presented. Jennifer Nielsen moved

THAT the Consent Agenda be adopted.

Laura Steffen seconded. Motion: carried (6-0)

### PRESIDENT'S BUSINESS

James W. Rieckhoff, President, had no official business.

### DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, distributed copies of the fall "Three Things to Know." Board training will be held on December 3<sup>rd</sup>, at Middlebury Public Library. James W. Rieckhoff, President, stated he has attended before and plans to go again, as there is always something to learn from these events. He encouraged other members to attend as well.

The annual audit by the State Board of Accounts has begun. Board members will be getting survey from the auditor. Jane A. Garoutte, Business Manager/Treasurer, explained different meanings for the term "related parties" to help members determine how to answer the questions.

The investigation of the massive computer network outage in July is complete and states that it resulted from a ransomware attack. The cyber security firm investigating determined that no data had been compromised or taken. Thanks to assistance and expertise from the cybersecurity firm (referred by our cybersecurity insurance provider), daily backups, and many hours of work on the part of our Computer Services staff, we were able to retrieve/rebuild everything that was affected. No ransom was paid.

Allison McLean, YPS Department Head, presented her report on Young People's Services. She shared information about staff members and their responsibilities. There has been increased program attendance, at times resulting in space limitations. They are working on temporary space solutions before the potential renovations. The Summer Reading Program results show that readers read more days on average. The temp clerks were very helpful this summer, assisting with larger programming. One feature of a potential renovation is a STEAM room for self-directed exploration. Another is a play area that has room for more than one or two families to use simultaneously.

### OLD BUSINESS

#### Fundraising Feasibility Study

Lisa Guedea Carreño, Executive Director, noted that two proposals were received after the Request for Proposal (RFP) was issued for the fund-raising feasibility study. Insight Strategic Concepts has been

selected. This is a local company with other known successfully completed projects. If it is determined that fundraising would be feasible, they would be able to continue in that capacity as well.

## NEW BUSINESS

### JazzFest 2025 Library closure

Lisa Guedea Carreño, Executive Director, requested prior approval to close on the Friday and Saturday of JazzFest 2025 in case we are asked to be a host venue. This will allow us to commit in a timely manner. Jeri Stahr moved

THAT the JazzFest 2025 Library closure be approved.

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

### Friends Week Proclamation

Lisa Guedea Carreño, Executive Director, presented Friends Week Proclamation and requested board members sign it. This will be delivered during Friends Week, which is October 20-26. Janet Gruwell moved

THAT the Friends Week Proclamation be approved.

Laura Steffen seconded. Motion: carried (6-0)

### Questions and Information from Board, Staff, and Guests

Allison McLean, YPS Department Head, stated that there are two openings for Growing Readers tutors, one specifically to be able to communicate in Spanish. If you know of anyone with early elementary education training or skills, please encourage them to apply.

## 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 6:34 p.m.

The next regularly scheduled meeting of the Board of Trustees will be October 15, 2024 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

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Jennifer Nielsen, Secretary