

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Yuliana Rivera Arce, Jeri Stahr, and Laura Steffen. Cynthia Dunlop attended via Zoom.

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

Staff present: Micah Daso, Computer Support Specialist; Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; and Jarret Mitchell, Pierre Moran Branch Manager.

Staff present via Zoom: Deb Bloom, Circulation Department Head; Nathan Claeys, Director of Human Resources; John Dawson, Senior Building Operations Manager; Sue Eller, Dunlap Branch Manager; Jeanne Glanders, Popular Materials Department Head; 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 5:35 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The Consent Agenda was presented. Laura Steffen moved

THAT the Consent Agenda be adopted.

Yuliana Rivera Arce seconded. Roll call vote was taken:

Cynthia Dunlop	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
James W. Rieckhoff	Aye
Yuliana Rivera Arce	Aye

Motion: carried (7-0)

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, noted the yearly holiday gift from the board to staff would be for the Computer Services Department this year. He would inform board members of their contribution amount.

DIRECTOR’S REPORT

Lisa Guedea Carreño, Executive Director, requested that board members complete the SWOT survey for the consultant on the renovation feasibility study. This should be answered specifically on the YPS and teen spaces and not based on the entire library. Upon learning that board members have not received this email, Lisa will be resending and will attempt to extend the submission deadline.

Cleveland Branch Manager Mary Ann Kempa welcomed the board and staff to the branch and gave a presentation on the staff, programming, and patrons. She is thankful to be fully staffed. Her program highlights included many social events for the community, including Coffee & Conversation, Hooks & Needles, and Readers’ Roundtable. The Summer Reading Program had a successful year, with much growth over the past couple of years after drops in participation from renovations and Covid. Storytime activities are seeing similar improvement. Foot traffic has also increased. There has been a decrease in circulation of physical materials but this is a trend as EPL’s digital materials are becoming more popular.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Wage Increase and Wage Schedule Update for 2025

Lisa Guedea Carreño, Executive Director, presented the Wage Increase and Wage Schedule Update for 2025. This includes a 4 percent across-the-board wage increase for 2025, a 2 percent increase to the entire wage schedule, and a lump sum payment to employees whose new rate would be above the maximum on the schedule. Calculating lump sum payments for wages above the new maximum is the same method used over the past five years. If approved, formal resolutions will be part of next month’s board packet. The increase is consistent with amounts that other libraries are reporting for raises this year. Jeri Stahr moved

THAT the Wage Increase, Wage Schedule for 2025, and the Lump Sum Payment Calculation be approved.

Jennifer Nielsen seconded.	Roll call vote was taken:
Cynthia Dunlop	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
James W. Rieckhoff	Aye
Yuliana Rivera Arce	Aye

Motion: carried (7-0)

Content Marketing Specialist Job Description

Lisa Guedea Carreño, Executive Director, presented the Content Marketing Specialist Job Description. This new position replaces the former Delivery Services Specialist position, which has been eliminated. There is a greater need for bilingual communications staff to reach the Spanish-language community. There being no objections, Janet Gruwell moved

THAT the Content Marketing Specialist Job Description be adopted.

Jeri Stahr seconded.	Roll call vote was taken:
Cynthia Dunlop	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
James W. Rieckhoff	Aye
Yuliana Rivera Arce	Aye

Motion: carried (7-0)

Internet Access Policy Reaffirmation

Lisa Guedea Carreño, Executive Director, presented the Internet Access Policy for reaffirmation. An annual review of the policy is required by State Library standards. The board can make changes if desired, but EPL’s Technology Committee has reviewed the policy and they do not recommend any revisions at this time. Yuliana Rivera Arce moved

THAT the Internet Access Policy be reaffirmed.

Laura Steffen seconded.	Roll call vote was taken:
Cynthia Dunlop	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
James W. Rieckhoff	Aye
Yuliana Rivera Arce	Aye

Motion: carried (7-0)

Board Meeting Schedule 2025

Lisa Guedea Carreño, Executive Director, presented the Board Meeting Schedule 2025. Board binder copies will be distributed next month. Jeri Stahr moved

THAT the Board Meeting Schedule 2025 be adopted.

Jennifer Nielsen seconded.	Roll call vote was taken:
Cynthia Dunlop	Aye
Janet Gruwell	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye

James W. Rieckhoff Aye
Yuliana Rivera Arce Aye

Motion: carried (7-0)

Holidays & Closings Schedule 2025

Lisa Guedea Carreño, Executive Director, presented Holidays & Closings Schedule 2025. Yuliana Rivera Arce moved

THAT the Holidays & Closings Schedule 2025_be adopted.

Jennifer Nielsen seconded. Roll call vote was taken:
Cynthia Dunlop Aye
Janet Gruwell Aye
Jennifer Nielsen Aye
Jeri Stahr Aye
Laura Steffen Aye
James W. Rieckhoff Aye
Yuliana Rivera Arce Aye

Motion: carried (7-0)

Questions and Information from Board, Staff, and Guests

Jeri Stahr noted that the Elkhart Symphony announced their Music in the Stacks program again this year, scheduled for December 14.

Yuliana Rivera Arce asked how using Microsoft Teams was going. Executive Director Lisa Guedea Carreño responded that it has been helpful for staff communication, especially for real-time chat messaging. File sharing is still a struggle in terms of posting to the correct location.

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 6:27 p.m.

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

Jennifer Nielsen, Secretary