

ROLL CALL & INTRODUCTION OF GUESTS

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

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: Deb Bloom, Circulation Department Head; Nathan Claeys, Director of Human Resources; Sue Eller, Dunlap Branch Manager; Jeanne Glanders, Popular Materials Department Head; Katie Graham, Technical Services Department Head; Laura Holland, Administrative Clerk; Sam Householder, Communications Manager; Mary Ann Kempa, Cleveland Branch Manager; Jill Martinson, Audience Development Manager; Allison McLean, YPS Department Head; Eric Nord, Computer Services Department Head; Charles Pieri, Branch YPS Librarian; Andrea Torres, Audience Development Coordinator; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: John Dawson, Senior Building Operations Manager; Jane A. Garoutte, Senior Business Manager/Treasurer; and Nick Lemasters, Facilities Department Head.

Guests present: Jory Fitzgerald and Shelly Moore, Insight Strategic Concepts, Inc.

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.

First order of business was the election of officers for the Board of Finance. Janet Gruwell moved

THAT the Board of Finance elect James W. Rieckhoff as President and Jennifer Nielsen as Secretary for the 2025 calendar year.

Cynthia Dunlop seconded. Motion: carried (6-0)

Jane A. Garoutte, Business Manager, presented the Investment Report for 2024, noting in recent months, CD rates were less than the interest rate being paid on the business checking at 1st Source Bank. The report was accepted as submitted.

The Board reviewed the investment policy, and Jane A. Garoutte, Business Manager recommended no changes at this time.

Jeri Stahr moved

THAT the Board of Finance Meeting be adjourned.

Jennifer Nielsen seconded. The Board of Finance Meeting was adjourned by James W. Rieckhoff at 5:34 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 5:34 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The Consent Agenda was presented. Jennifer Nielsen moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

Board Bylaws Review

James W. Rieckhoff, President, presented the Board of Trustees By-Laws. These are reviewed every three years. He asked for volunteers to review them and report back to the entire board at the March 2025 board meeting. Jeri Stahr and Yuliana Rivera Arce volunteered to review the by-laws.

In honor of Executive Director Lisa Guedea Carreño's years of service, a video of appreciation was shown highlighting the accomplishments under her leadership. In addition to the video, a plaque has been mounted by the rooftop stage in honor of her.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Executive Director, distributed an updated Board Meeting Schedule with changes to department and special reports. She discussed the Indiana legislative session. She noted that SB 283 would put library budgets under review and oversight of the county council.

Fundraising Feasibility Study

Jory Fitzgerald and Shelly Moore of Insight Strategic Concepts, Inc. presented a summary of their research findings after surveying focus groups and a segment of the donor base. The final report will be presented at the February board meeting. They stated that the goal of improving literacy resonated with most of the respondents. Rather than attempting to improve the current facility which limits expansion options, many potential donors suggested finding a different location to allow ample space for parking, meeting rooms, green space, and other improvement goals. The idea of a "destination library" with many offerings was preferable to expanding and updating the current building.

With the board's approval, they will reach out to elected officials and others for information about the county court building or other relocation options. There was much discussion on the topic. The board indicated their approval to unofficially discuss possibilities with contacts for ideas.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Employment of Minors Policy revision (first reading)

Lisa Guedea Carreño, Executive Director, presented Employment of Minors Policy. This reflects changes made to Indiana statutes. It has been vetted by legal counsel. Jennifer Nielsen moved

THAT the Employment of Minors Policy be adopted.

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

Purchasing Policy revision (first reading)

Lisa Guedea Carreño, Executive Director, presented the Purchasing Policy. The policy has been reorganized for logical flow. Previous versions were vetted by legal counsel as well as by our financial advisors at Baker Tilly. Updates also include recommendations from board training workshops. Jennifer Nielsen moved

THAT the Purchasing Policy be adopted.

Cynthia Dunlop seconded. Motion: carried (6-0)

Job description approval: Human Resources Clerk

Lisa Guedea Carreño, Executive Director, presented the Human Resources Clerk Job Description. This is a new part-time position filled by a current Circulation clerk who will split her time between positions. This is mostly clerical duties, to free up the Director of Human Resources time for other projects and responsibilities. Jeri Stahr moved

THAT the Human Resources Clerk Job Description be approved.

Yuliana Rivera Arce seconded. Motion: carried (6-0)

Job description approval: Director of Human Resources

Lisa Guedea Carreño, Executive Director, presented the Director of Human Resources Job Description. This update adds the newly created Human Resources Clerk to the list of direct reports. Jeri Stahr moved

THAT the Director of Human Resources Job Description be approved.

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

Resolution to Appoint Interim Executive Director

Lisa Guedea Carreño, Executive Director, presented the Resolution to Appoint Interim Executive Director and the recommendation that Mary Beth Schlabach, Director of Public Services serve as Interim Executive Director. Mary Beth expressed her willingness to fill the role. Yuliana Rivera Arce moved

THAT the Resolution to Appoint Interim Executive Director be adopted.

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

Resolution to Authorize Interim Executive Director to Execute Contracts

Lisa Guedea Carreño, Executive Director, presented the Resolution to Authorize Interim Executive Director to Execute Contracts. This is the same authorization that is currently given to the Executive Director and is necessary to continue functioning efficiently until a permanent replacement is hired. Jeri Stahr moved

THAT the Resolution to Authorize Interim Executive Director to Execute Contracts be adopted.

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

Resolution to Establish a Restricted Gifts Fund

Jane A. Garoutte, Senior Business Manager/Treasurer, presented the Resolution to Establish a Restricted Gifts Fund. This separates out gift donations that are intended for a particular purpose in our accounting system to ensure the funds are used for their intended purpose. Jennifer Nielsen moved

THAT the Resolution to Establish a Restricted Gifts Fund be adopted.

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

2024 Encumbrance List

Jane A. Garoutte, Senior Business Manager/Treasurer, presented the 2024 Encumbrance List. This includes large project purchase orders that are still in progress like updates to the elevators, new shelving purchase, and circulating materials orders from 2024 that have not yet been received. Jeri Stahr moved

THAT the 2024 Encumbrance List be accepted.

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

2024 Budget Transfers

Jane A. Garoutte, Senior Business Manager/Treasurer, presented the 2024 Budget Transfers. Jeri Stahr moved

THAT the 2024 Budget Transfers be approved.

Yuliana Rivera Arce seconded. Motion: carried (6-0)

2025 Resolution To Pay Bills With Prior Approval

Jane A. Garoutte, Senior Business Manager/Treasurer, presented the 2025 Resolution To Pay Bills With Prior Approval. This is an annual list of items that can be paid between board meetings. Janet Gruwell moved

THAT the 2025 Resolution To Pay Bills With Prior Approval be adopted.

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

PLAC Report for Board and Director signature (quarterly)

This is a signature only item.

Questions and Information from Board, Staff, and Guests

Director of Public Services Mary Beth Schlabach informed the board that the Executive Director Hiring Committee chose Bradbury Miller Associates as consultants to assist in filling this position.

James W. Rieckhoff, President, read a note from Donna Mitschelen, Osolo Branch Manager who announced her resignation effective February 1, 2025.

ADJOURNMENT

Cynthia Dunlop moved

THAT the meeting be adjourned.

James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 8:11 p.m.

The next regularly scheduled meeting of the Board of Trustees will be February 18, 2025 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Jennifer Nielsen, Secretary