

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Jeri Stahr, and Laura Steffen.

Others present: Jane A. Garoutte, Senior Business Manager/Treasurer; Kevin J. Kilmer, Director of Branch and Technical Services; and Mary Beth Schlabach, Interim Executive Director.

Staff present: Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; Elizabeth Layman, Technical Services Librarian; and Eric Nord, Computer Services Department Head.

Staff present via Zoom: Nathan Claeys, Director of Human Resources; John Dawson, Senior Building Operations Manager; Allison McLean, YPS Department Head; and Trevor Wendzonka, Chief Marketing Officer.

Guests present: Jory Fitzgerald and Shelly Moore, Insight Strategic Concepts, Inc. and Lisa Guedea Carreño, former EPL Executive Director.

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. Jeri Stahr moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, read a note of appreciation from former EPL Executive Director Lisa Guedea Carreño.

DIRECTOR'S REPORT

Fundraising Feasibility Study

Jory Fitzgerald and Shelly Moore of Insight Strategic Concepts, Inc. distributed print version of the

Children's Library Capital Campaign Feasibility Report Draft. It includes an "aggressive" potential timeline. Digital version with active links to appendices and additional information will be sent to board members. Any additional questions or comments should be submitted within 2 weeks so they can be addressed before the final report is submitted at the March meeting. It was suggested that if the library were to proceed with the campaign, securing commitment for at least 90% of potential cost should be accomplished before going public with the project. It was recommended to shared the document with candidates for the new Executive Director.

Executive Director Search

Mary Beth Schlabach, Interim Executive Director, gave an update on the Executive Director search. Legal Counsel clarified that interviews and deliberation could be completed in private Executive sessions, but that the decision would have to be voted on in a public session. The board should complete the final stages of the hiring process, including participating in the interviews of finalist. The estimated final interviews would be in early June, with two or three candidates selected by the hiring committee.

Other Items

Mary Beth Schlabach, Interim Executive Director, noted that the Downtown location had an emergency closing on Monday, February 17th, for a gas leak. One of the boilers has been taken offline until repairs can be completed. Senior Business Manager Jane A. Garoutte had announced her plans to retire at the end of July. She is willing to assist on a consulting basis after that time. A hiring committee for her replacement has been established.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Certification of all personnel receiving internal controls training

Mary Beth Schlabach, Interim Executive Director, noted that all staff receive internal controls training as part of the on-boarding process. The records of completion for this are in different files, depending on the method of data collection at the time. More recent hires have the information saved in Paycom, our current payroll system, but staff hired before using this software have not had their completion records uploaded to the system. The board was asked to accept Mary Beth's and Senior Business Manager Jane A. Garoutte's assurance that internal controls training has been completed for all staff.

Circulation Policy

Mary Beth Schlabach, Interim Executive Director, presented the Circulation Policy. The policy was updated to include the addition of book kits, which are sets of 15 copies of an individual title that circulate to Adult Resident, Non-Resident, or Organization cardholders for 90 days. The plan is for teachers or book clubs to be able to use these items. This change was requested to offset loss of options after increases in the delivery fee for materials from the state library. Laura Steffen moved

THAT the Circulation Policy be adopted.

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

Establish Cash Accounts – staff changes

Jane A. Garoutte, Senior Business Manager, presented the Resolution to Establish Cash Accounts. This is just to note that with the retirement of Donna Mitschelen from her position as Osolo Branch Manager, funds assigned to her are under the responsibility of Kevin J. Kilmer, Director of Branch and Technical Services. A new Resolution to Establish Cash Accounts will be brought back to the board when a new Branch Manager is hired. This is an informational item; no action is necessary at this time.

Bank Resolution to Authorize signers & Signature cards

Jane A. Garoutte, Senior Business Manager, noted that Authorized Signers and Signature cards for 1st Source bank needed to be updated to reflect current board positions. Janet Gruwell moved

THAT the Treasurer, President and Vice President be approved as authorized signers.

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

Questions and Information from Board, Staff, and Guests

James W. Rieckhoff, President, inquired about the Conflict-of-Interest Forms. The board will continue to fill out annually. They were last completed in July, 2024. Preliminary discussion with legal counsel indicates it is the employee's duty, not the library's, to ensure they are properly reporting conflicts.

Laura Steffen asked which board members are up for reappointment this year. Jennifer Nielsen and James W. Rieckhoff both have their terms expiring this year. They will need to reapply through their appointing body if they wish to be considered for another term.

ADJOURNMENT

Laura Steffen 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 7:22 p.m.

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

Jennifer Nielsen, Secretary