

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: 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 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; and Mary Ann Kempa, Cleveland Branch Manager.

Guests present: Shelly Moore, Insight Strategic Concepts, Inc.

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. Jennifer Nielsen moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, praised Yuliana Rivera Arce for pointing out the potential problems with translating "Notary Public" into Spanish.

DIRECTOR'S REPORT

Defunding of Institute of Museum and Library Services

Mary Beth Schlabach, Interim Executive Director, informed the board about the recent Presidential Executive Order defunding "non statutory" components of the Institute of Museum and Library Services. This will not fiscally affect EPL directly. However, 3.5 million in funds from IMLS are used for state

provided digital services including INSPIRE database and statewide ebook library. It is unclear at this time if these will be part of the funding cuts.

Fundraising Feasibility Study

Shelly Moore of Insight Strategic Concepts, Inc. gave her final presentation over the fundraising feasibility study. The Project Roadmap described four phases required, including confirming location, preparing staff and board for fundraising, building designs, and capital campaign fundraising. She also responded to previous questions submitted by the board. She recommends part of the capital campaign include an endowment to fund additional operating costs associated with a larger facility. There was additional discussion over the report and potential next steps.

Executive Director Search

Mary Beth Schlabach, Interim Executive Director, gave an update on the Executive Director search. There have been 6 applicants so far. Based on timeline, the soonest she anticipates a new Executive Director starting would be July. The board expressed support for Mary Beth to work with a realtor to seek out potential properties now rather than waiting for the position to be filled.

Shelving Moved for YPS Space

Mary Beth Schlabach, Interim Executive Director, stated that CD shelving is being changed to expand YPS space. This is a stop-gap until more ideal solution is found.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Job Description – Director of Finance

Mary Beth Schlabach, Interim Executive Director, presented Job Description – Director of Finance. In preparation of the retirement of Senior Business Manager Jane A. Garoutte, the job description was reviewed. This resulted in a new title and increased grade on the wage schedule to better align with the skills and experience required for this position. Janet Gruwell moved

THAT the Job Description – Director of Finance be approved.

Laura Steffen seconded. Motion: carried (5-0)

Resolution to increase Nonresident Library Card Fee & Revision of Fee Schedule

Mary Beth Schlabach, Interim Executive Director, presented Nonresident Library Card Fee Increase & Revision of Fee Schedule. The Nonresident fee is calculated based on per-capita operational spending. Upon completion of the annual report, it was determined that the fee needs to be adjusted. Yuliana Rivera Arce moved

THAT the Nonresident Library Card Fee Resolution increasing the fee to \$87 and the revised Fee

Schedule be adopted.

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

Questions and Information from Board, Staff, and Guests

Janet Gruwell inquired about why Concord Community Schools did not participate in the first-grade field trip. Mary Beth Schlabach, Interim Executive Director, explained that this was coordinated by an individual with Elkhart Community Schools and currently there is not a similar connection established with Concord.

Kevin J. Kilmer, Director of Branch and Technical Services informed the board of the passing of Osolo Branch clerk Pat Kelm. She worked for EPL over 30 years, most recently continuing to coordinate Osolo's book club while semi-retired. She was a lifelong advocate for public education, a passionate champion of libraries, and a treasure member of our staff. She will be missed. Kevin also gave additional updates on the Osolo branch. An offer has been made and accepted to fill the open Branch Manager position. Assuming a successful background check, the candidate will begin shortly. Kathy Langenhop, full time keyholder clerk, is retiring this week. Her position has been posted. Now that construction has begun on Bristol Street, access to the drive should always be open but direction may be limited during the process.

ADJOURNMENT

Jennifer Nielsen 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 6:57 p.m.

The next regularly scheduled meeting of the Board of Trustees will be April 15, 2025 at 5:30 p.m. at the Pierre Moran Library, 2400 Benham Ave, Elkhart, IN.

Jennifer Nielsen, Secretary