

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Jennifer Nielsen, James W. Rieckhoff, Yuliana Rivera Arce, Jeri Stahr. Laura Steffen was unable to attend.

Others present: Jane Garoutte, Director of Finance/Treasurer; Jamie Arce, Director of Finance; and Kevin J. Kilmer, Director of Branch and Technical Services.

Staff present: Katie Graham, Head of Technical Services; Katie Cullison, Osolo Branch Manager; Micah Daso, Computer Support Specialist; Chuck Pieri, Branch Young People's Librarian; Mary Ann Kempa, Cleveland Branch Manager; and Eric Nord, Computer Services Department Head.

Staff present via Zoom:

Deb Bloom, Circulation Department Head; John Dawson, Senior Building Operations Manager; Laura Holland, Administrative Payroll Clerk; Elizabeth Layman, Technical Services Librarian; Allison McLean, Young People's Services Department Head; Jarret Mitchell, Pierre Moran Branch Manager; Melissa Renner, Reference Librarian; Mary Beth Schlabach, Interim Executive Director; Susan Schroeder, Reference Department Head; and Trevor Wendzonka, Chief Marketing Officer.

Guests present:

Dan Holtz, Elkhart resident and recently appointed Library Trustee.

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. Janet Gruwell moved

THAT the Consent Agenda be adopted.

Jennifer Nielsen seconded.
(6-0)

Motion: carried

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, updated the Board as to the status of the Executive Director position opening. He briefly reviewed the search process as conducted by Bradbury Miller, the interviews conducted by the Board in executive session on June 4; and the decision at a special board meeting held at 5 p.m. that evening to authorize Bradbury Miller to extend an offer to one of the candidates. The offer was accepted and background checks were being conducted. No start date has yet been established.

DIRECTOR'S REPORT

Mary Beth Schlabach, Interim Executive Director, has been on FMLA and was unavailable to prepare or present a Director's Report.

Katie Cullison, Osolo Branch Manager presented a report on her branch. She noted that she had started in late March and is loving her time at Osolo Branch. She reported a 30% increase in the number of programs being offered at Osolo over the previous year, as well as a commensurate 30% increase in the number of attendees. A new face at Osolo, but not to the library is Tara Batson, who has previously worked with the library as a clerk, first part-time then full time from 2004-2023.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Authorization to sign lease

Jane A. Garoutte, Director of Finance recommended the Board officially retroactively authorize her to sign the Pitney Bowes lease, in the absence of Mary Beth Schlabach, Interim Executive Director. Cindy Dunlap moved

THAT the resolution to sign lease be approved as presented.

Jeri Stahr seconded

Motion: Carried

Trustee Certificates of Appointment & Oaths of Office

James Rieckhoff, President, reported that he had been reappointed by the Elkhart County Council to his third term, effective July 1, 2025. He also announced that tonight would be the last meeting for Jennifer Nielsen, library trustee since 2013, thanking Jennifer for her dedication and contributions to the success of the library over the past twelve years.

James Rieckhoff, President, also reported that Dan Holtz had been appointed by the Elkhart County Commissioners, effective July 1, 2025, and invited Dan Holtz to say a few words by way of introduction to the Board of Trustees.

Election of Board Officers & Appointment of Treasurer

James Rieckhoff, President, asked for nominations for the offices of President, Vice President and Secretary. Hearing no other nominations, he presented a slate made up of:

James Rieckhoff, President
Jeri Stahr, Vice President
Laura Steffen, Secretary

Janet Gruwell moved

THAT the slate of officers be elected as presented.

Jennifer Nielsen seconded

Motion: Carried

Treasurer and Treasurer's Bond

Jane Garoutte, Director of Finance/Treasurer, recommended that the Board officially appoint the new Director of Finance as Treasurer, and that the Treasurer's Bond be transferred to Jamie Arce, if possible, or a new bond for same amount, \$50,000, be purchased for him. Jennifer Nielsen moved

THAT Jamie Arce, Director of Finance, be appointed Treasurer effective July 1, 2025., and

THAT the Treasurer's Bond be transferred or purchased as required.

Yuliana Rivera Arce seconded

Motion: Carried

Banking Resolution to Authorize Bank Account Access and Signers

Jane A. Garoutte, Director of Finance/Treasurer, presented a resolution to authorize the necessary staff and Board members access to banking information, and authorize Jamie Arce, Treasurer, to sign checks according to statute, and name President and Vice President as back-up signers. Cindy Dunlap moved

THAT the banking authorizations resolution be approved as presented, and

THAT James Rieckhoff, President and Jeri Stahr, Vice President be named as authorized signers on all accounts, in the event of an emergency.

Janet Gruwell seconded

Motion: Carried

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

Jennifer Nielsen moved

THAT the meeting be adjourned.

Yuliana Rivera Arce seconded.

James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:18 p.m.

The next regularly scheduled meeting of the Board of Trustees will be July 15, 2025 at 5:30 p.m. at the Downtown Location, 300 S. 2nd Street, Elkhart, IN.

Jennifer Nielsen, Secretary