

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Dan Holtz, James W. Rieckhoff, Yuliana Rivera Arce, Jeri Stahr, and Laura Steffen.

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

Staff present: Deb Bloom, Circulation Department Head; Laura Holland, Administrative Clerk; Jill Martinson, Audience Development Manager; Eric Nord, Computer Services Department Head; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: Nathan Claeys, Director of Human Resources; Katie Cullison, Osolo Branch Manager; John Dawson, Senior Building Operations Manager; Sue Eller, Dunlap Branch Manager; Katie Graham, Technical Services Department Head; Sam Householder, Communications Manager; Elizabeth Layman, Technical Services Librarian; and Susan Schroeder, Reference Department Head.

Guests present: Matthew Anderson, resident; April Sellers, resident; and Mark Troyer, resident.

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. Dan Holtz asked about the current debt. Jamie Arce, Director of Finance/Treasurer responded it was \$2.230 Million as of June 30th. Dan also asked about a vendor on the claims statement. Yuliana Rivera Arce notes that an expense fund has more spent this year than all of last year. Jane A. Garoutte, Director of Finance answered the question on the vendor and explained that clarification on reporting e-resources on the annual report, made a change in where charges from Hoopla are reported. Jeri Stahr moved

THAT the Consent Agenda be adopted.

Laura Steffen seconded. Motion: carried (7-0)

PRESIDENT'S BUSINESS

Board Conflict of Interest forms

Jane A. Garoutte, Director of Finance, informed the board that the Conflict-of-Interest forms have been updated. Previously this was an annual form disclosure. Now whenever there is a claim that may be a conflict of interest, it should be disclosed at a board meeting and uploaded using the Gateway portal.

Bi-Annual Review of Board of Trustees By-Laws

James W. Rieckhoff, President, presented the Board of Trustees By-Laws. The proposed changes were to update the names of title positions, for Executive Director and Director of Finance. Jeri Stahr, inquired if there was adequate insurance coverage. Jane A. Garoutte, Director of Finance, stated that there was coverage for errors and omissions, liability insurance, and the Treasurer's bond. Dan Holtz asked for the level of insurance caps. No action was needed as this was a review of the by-laws.

DIRECTOR'S REPORT

Budget 2026: Budget Process, Timeline and Priorities

Mary Beth Schlabach, Interim Executive Director, informed the board she is still on FMLA but working approximately 20 hours/week. She will be attending the DLGF budget workshop on Monday, July 21, 2025. They are drafting the 2026 budget using the 4% growth quotient. The public hearing for EPL's budget will be at the September board meeting and the adoption will be at the October board meeting.

Updates to Street Parking

Mary Beth Schlabach, Interim Executive Director, wanted to make sure that board members saw the Leadership Report by Chief Marketing Officer, Trevor Wendzonka. The library has requested that more handicap parking spots be placed by the main entrance.

Circulation report by Deb Bloom, Department Manager

Deb Bloom, Circulation Department Head updated the board on happenings in her department. They have 2 monthly programs, "Novel Conversations" which is a book club and painting program "Coffee and Canvas." The painting program has become so popular that there are now 2 sessions offered. There are 12 staff members in the department. The recent page opening had over 100 applicants. Deb shared statistics on circulation counts and the number of active cardholder accounts.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Use of Library Space for Performance

Trevor Wendzonka, Chief Marketing Officer informed the board of being approached by individuals requesting to use the library after hours for a theatrical performance. As the proposal would include ticket sales, this would require an exemption to current policy. There have been other exemptions, for events sponsored by Friends of the EPL and by a nonprofit group. Trevor distributed examples of policies from other libraries.

Dan Holtz moved

THAT a one-time exemption be allowed and a fee of \$50 be charged to the group.

Cynthia Dunlop seconded. Laura Steffen stated that \$50 would not be enough to cover required EPL costs for staff time and other responsibilities. Trevor confirmed that it would not. Dan withdrew his motion. Discussion continued. The proposed performance would be in October and in order to finalize the plans a decision needs to be made. Dan Holtz moved

THAT a non-zero fee will be determined by the Administrative Leadership to cover costs and present option to individuals wanting to perform. The results of this could be used to update the Use of Library Space policy.

Jeri Stahr seconded. Roll call vote was taken:

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

Motion: carried (7-0)

ISL Consortium – Resolution: Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2026 – June 30, 2027

Mary Beth Schlabach, Interim Executive Director, presented a Resolution to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2026 through June 30, 2027. This is a pro forma resolution that must be passed each year in order to continue receiving a significant e-rate discount for EPL's internet access. Janet Gruwell moved

THAT the Resolution to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2026 through June 30, 2027 be adopted.

Dan Holtz seconded. Motion: carried (7-0)

PLAC Report for Board and Director signature (quarterly)

This is a signature only item.

Questions and Information from Board, Staff, and Guests

Mark Troyer, resident and patron, complained to the library board about the condition of the Pierre Moran location. Although there have been many improvements since his last visit to the board on June 6, 2024 the weeds are still overgrown. He requested that the board go out and see the conditions and to make changes. Kevin J. Kilmer, Director of Branch and Technical Services announced that meetings with Stone Ridge Landscaping had already been scheduled to discuss what changes can be made to the landscaping and to get estimates for improvements to all locations.

Cynthia Dunlop, Trustee, referenced John Dawson's comment in his leadership report on homeless training. She asked what policies does the library have to cover this. Mary Beth Schlabach, Interim

Executive Director, replied that the library Code of Conduct covers issues by any patron regardless of their housing circumstances.

Dan Holtz, Trustee, appreciated his tour and welcome as a new board member.

Cynthia Dunlop, Trustee, noted her grandchildren are really enjoying the Summer Reading Program.

Mary Beth Schlabach, Interim Executive Director, stated that the shifting of the shelves has helped with YPS spacing and the public seem to be enjoying it.

James W. Rieckhoff, President, gave thanks to Director of Branch and Technical Services, Kevin J. Kilmer, for stepping in and assisting during Mary Beth's unexpected leave. Mary Beth Schlabach, Interim Executive Director, joined in on the praise, recognizing that all in leadership stepped in and appreciates how many of the library staff have been handling things in her absence.

ADJOURNMENT

Jeri Stahr moved

THAT the meeting be adjourned.

Dan Holtz seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:50 p.m.

The next regularly scheduled meeting of the Board of Trustees will be August 19, 2025 at 5:30 p.m. at the Cleveland Branch, 53715 County Road 1, Elkhart, IN.

Laura Steffen, Secretary