

### 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; Kristen Edson, 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; John Dawson, Senior Building Operations Manager; Laura Holland, Administrative Clerk; Sam Householder, Communications Manager; Mary Ann Kempa, Cleveland Branch Manager; Nick Lemasters, Facilities Department Head; Eric Nord, Computer Services Department Head; Charles Pieri, Branch YPS Librarian; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: Katie Cullison, Osolo Branch Manager; Elizabeth Layman, Technical Services Librarian;

### 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.

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

### PRESIDENT'S BUSINESS

James W. Rieckhoff, President, asked members if they would be interested in holding board meetings on a different day or time. Members should think about it and get back with him.

### DIRECTOR'S REPORT

Mary Beth Schlabach, Director of Public Services, submitted her Director's Report, the last one as Interim Executive Director. She pointed out the thank-you letter from a community member who enjoyed the Manhattan Short Film Festival. Elkhart Public Library started offering this program in 2019 at the Downtown location and expanded it all locations 3 years ago.

Eric Nord, Computer Services Department Head, gave his department report. He has been working in the Department for over 17 years, and has been the department head for about a year and a half. There are 4 other staff members, covering the public computer center and handling internal IT support. In addition to helping patrons with computer access, printing, and faxing in the computer center, they also offer one-on-one appointments and training classes, including a recent introduction to AI. Stats on usage were shared. Staff computers are updated on a 3–4-year rotating basis with staff computers being repurposed for patron use as public computer stations or Public Access Catalog.

### UNFINISHED BUSINESS

#### 2026 Budget Adoption – Resolution No. 2025-13

Jamie Arce, Director of Finance/Treasurer presented 2026 Budget Adoption – Resolution No. 2025-13. No questions were submitted. Laura Steffen moved

THAT the 2026 Budget Adoption – Resolution No. 2025-13 be adopted.

Janet Gruwell seconded. Motion: carried (7-0)

### NEW BUSINESS

#### JazzFest 2026 Library closure

Mary Beth Schlabach, Director of Public Services, informed the board that, after discussion with Downtown managers and reviewing the time frame for events at the Downtown location during the JazzFest, she recommends the Downtown location close at 3:00 pm on Friday, June 19<sup>th</sup> and remain closed on Saturday, June 20<sup>th</sup>. This will allow for some patron use while still being available to be a venue. Branch locations will maintain regular hours. Jeri Stahr moved

THAT the closure of the Downtown be approved as proposed.

Cynthia Dunlop seconded. Motion: carried (7-0)

#### Library Card Policy (revised)

Mary Beth Schlabach, Director of Public Services, presented revisions to the Library Card Policy. With increased use of self-checks, management no longer recommends including a photo on patron records. This will align with Goshen Public Library and eliminate need to purchase camera's solely for issuing library cards. Yuliana Rivera Arce moved

THAT the Library Card Policy be adopted as presented.

Cynthia Dunlop seconded. Motion: carried (7-0)

#### Job Description – Young People's Service Assistant – Downtown (revised)

Mary Beth Schlabach, Director of Public Services, presented Job Description – Young People's Service Assistant. The updates are a result of the Youth Services Specialist transitioning from Audience

Development to Young People's Services and represent responsibilities and expectations within the department. Jeri Stahr moved

THAT the Job Description – Young People's Service Assistant be approved.

Janet Gruwell 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

Jeri Stahr stated that the Friends of EPL appreciated the recognition received from the board for Friends of Libraries Week. She also noted that funds are dwindling, and the library should think through requests before coming to Friends as the requests will most likely be approved until funds are depleted.

Mary Beth Schlabach, Director of Public Services, thanked the board for their support and grace. She appreciates their care and concern for staff.

Kristen Edson, Executive Director, thanked the board for being selected as the new Executive Director, appreciated their welcome, and is looking forward to the future.

Laura Steffen reported that she and her family went to the Mac Barnett event and thought it was great. She noted seeing multiple EPL staff member in attendance and helping.

Jeri Stahr attended the Music in the Stacks program at Cleveland and found it enjoyable.

Dan Holtz inquired about the closure of Baker & Taylor. Mary Beth Schlabach gave some background on our history with the book vendor, current vendors that we are using to fill purchase needs, and plans in the future to have multiple vendors to avoid situations that other libraries are currently experiencing. Thankfully being established customers with other vendors has limited the issues for us.

Cynthia Dunlop suggested curating a classic book collection for children. Mary Beth Schlabach noted that at one time, YPS maintained an area of Newberry Award books but found keeping them separated did not seem to increase circulation.

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 6:20 p.m.

The next regularly scheduled meeting of the Board of Trustees will be November 18, 2025 at 5:30 p.m. at the Dunlap Location, 58485 C.R. 13, Elkhart, IN.

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Laura Steffen, Secretary