

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; and Kevin J. Kilmer, Director of Branch and Technical Services.

Staff present: Nathan Claeys, Director of Human Resources; Sue Eller, Dunlap Branch Manager; Katie Graham, Technical Services Department Head; Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; Eric Nord, Computer Services Department Head; and Charles Pieri, Branch YPS Librarian.

Staff present via Zoom: Katie Cullison, Osolo Branch Manager; John Dawson, Senior Building Operations Manager; and Susan Schroeder, Reference Department Head.

Guests present: Libby Eisele, President, Friends of EPL.

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 moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, read a note from Friends of the Elkhart Public Library thanking board for the proclamation during National Friends of Libraries Week.

As a follow up to last month's inquiry into interest in changing time or date of the board meeting, no changes were requested. Meetings will continue to be the third Tuesday of every month at 5:30 p.m.

DIRECTOR'S REPORT

Kristen Edson, Executive Director, presented her director's report. There were no questions. She

pointed out the example of minor revision compared to material or substantive changes and asked whether the board wanted to continue to see all changes to job descriptions or policies. Discussion followed. A legal consultation was advised to ensure a change in approval is allowable. A verbal agreement to move forward with such a consultation was given.

Sue Eller, Dunlap Branch Manager presented a slideshow on her department. The staff and their backgrounds were highlighted. Some popular programs include the book club, educational series with the Purdue Extension, and the monarch butterfly garden. This year, 51 butterflies were hatched from eggs on their milkweed plants, viewed through the stages of metamorphosis, and released back into the garden. Other popular programs include a week long theater camp and a joint program with the county parks, Books and Boots.

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Resolution 2025-14 Wage Increase and Wage Schedule Update for 2026

Jamie Arce, Director of Finance, presented Resolution 2025-14 Wage Increase and Wage Schedule Update for 2026. Dan Holtz moved

THAT Resolution 2025-14 Wage Increase and Wage Schedule Update for 2026 be adopted.

Yuliana Rivera Arce seconded. Motion: carried (7-0)

Internet Access Policy Reaffirmation

Kristen Edson, Executive Director, presented the Internet Access Policy. This policy has been reviewed annually. There are no recommended changes. Laura Steffen moved

THAT the Internet Access Policy be reaffirmed.

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

Board Meeting Schedule 2026

Kristen Edson, Executive Director, presented Board Meeting Schedule 2026. Cynthia Dunlop moved

THAT the Board Meeting Schedule 2026 be adopted.

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

Holidays & Closings Schedule 2026

Kristen Edson, Executive Director, presents Holidays & Closings Schedule 2026. Dan Holtz moved

THAT the Holidays & Closings Schedule 2026 be adopted.

Jeri Stahr seconded. Motion: carried (7-0)

Job Reclassification – Clerk III Acquisitions - Downtown (revised)

Kristen Edson, Executive Director, presented Job Reclassification – Clerk III Acquisitions - Downtown (revised). This would be a tenure track position, starting as a Clerk II but moving into Clerk III position upon learning duties. Laura Steffen moved

THAT the Job Reclassification – Clerk III Acquisitions be approved.

Jeri Stahr seconded. Motion: carried (7-0)

Resolution 2025-15 Authorization to Transfer Unobligated Personnel Services

Jamie Arce, Director of Finance, presented Resolution 2025-15 Authorization to Transfer Unobligated Personnel Services. This would be a strategic transfer of unused funds from the operating budget for future use of long-term goals like capital projects or library improvements. Jeri Stahr moved

THAT Resolution 2025-15 Authorization to Transfer Unobligated Personnel Services be adopted.

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

Questions and Information from Board, Staff, and Guests

Yuliana Rivera Arce, Member, inquired about the return on investment for the Explorer magazine publishing and mailing costs. There was discussion of its value, how to gauge patron usage, and other options.

Kristen Edson, Executive Director, stated she has been enjoying getting to know everyone. She has been meeting individually with board members and attending community events.

Libby Eisele, President, Friends of EPL, greeted the board. She reviewed some of the grants the Friends group have approved. They are starting a new membership drive and passed out information to board members.

ADJOURNMENT

Janet Gruwell 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 6:38 p.m.

The next regularly scheduled meeting of the Board of Trustees will be December 16, 2025 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Laura Steffen, Secretary