

**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: Sam Householder, Communications Manager; Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; Jill Martinson, Audience Development Manager; Eric Nord, Computer Services Department Head; Sahib Ramirez, Content Marketing Specialist; Andrea Torres, Audience Development Coordinator; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: Deb Bloom, Circulation Department Head; Nathan Claeys, Director of Human Resources; Katie Cullison, Osolo Branch Manager; John Dawson, Senior Building Operations Manager; Sue Eller, Dunlap Branch Manager; and Jarret Mitchell, Pierre Moran Branch Manager.

Guests present: Ralph Spelbring, patron.

**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. Yuliana Rivera Arce asked if there were any other large claims expected for the remainder of the year. Director of Finance, Jamie Arce replied any additional large items would be encumbered and would be presented at the January meeting. Dan Holtz asked about the elevator updates and when they were last done. He was informed that 2 elevators were being completely updated and there has not been a major update in at least 29 years. Dan Holtz moved

THAT the Consent Agenda be adopted.

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

**PRESIDENT'S BUSINESS**

James W. Rieckhoff, President, reported on the past weekend's musical performance. He found it wonderful and also enjoyed Branch YPS Librarian Chuck Pieri's book reading and presentation. He noted that this was supported by the Friends of EPL.

### DIRECTOR'S REPORT

Kristen Edson, Executive Director, gave an update from Church Community Services on the food collection bins from Downtown. They reportedly collected 131 pounds of food. She also thanked board members for their introductions to the respective appointing bodies. There were no other updates to the director's report and no questions from the board.

The Marketing Department gave their presentation. Communications Manager Sam Householder discussed the social media and other ways they communicate to patrons. He boasted about a 35% open rate for messages. YouTube video links have been increasingly popular. Audience Development Manager Jill Martinson discussed the Book Bus and programming. She specifically mentioned a \$15,000 grant from Beacon for 1000 Books Before Kindergarten, half of which was received in April. She also had a list of Summer Reading Program partners that donated prizes for the program. Chief Marketing Officer Trevor Wendzonka shared statistics showing how EPL has bounced back after Covid-19. EPL is the 14<sup>th</sup> largest library in the state, but has the 7<sup>th</sup> highest program attendance. There was a time of questions and answers after the presentation.

### OLD BUSINESS

There was no old business to discuss.

### NEW BUSINESS

#### Resolution 2025-16 Support of Facilities Master Plan

Kristen Edson, Executive Director, presented Resolution 2025-16 Support of Facilities Master Plan. While there have been smaller feasibility studies limited to branch renovations and the potential YPS expansion, there has not been a comprehensive review of all of EPL's assets and review of current and projected future needs. This will be a ten-to-twenty-year roadmap to make a plan for the next steps. The board's support will demonstrate this has been an ongoing intent of the library board. A Request for Qualification will be sent to architect firms and posted on our website. The projected cost for the Facilities Master Plan study is already included in the 2026 Budget.

Jeri Stahr moved

THAT the Resolution 2025-16 Support of Facilities Master Plan be adopted, approved, accepted...

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

### Questions and Information from Board, Staff, and Guests

Ralph Spelbring, patron brought sample toilet paper sheets to meeting, mentioning that some locations have too small a size sheets and does not adequately cover his hand. He also complained about a recent experience.

### ADJOURNMENT

Jeri Stahr moved

THAT the meeting be adjourned.

Cynthia Dunlop seconded. James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:31 p.m.

The next regularly scheduled meeting of the Board of Trustees will be January 20, 2026 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

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Laura Steffen, Secretary