

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Janet Gruwell, Dan Holtz, James W. Rieckhoff (via Zoom), 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: Katie Graham, Technical Services Department Head and Laura Holland, Administrative Clerk.

Staff present via Zoom: Katie Cullison, Osolo Branch Manager; John Dawson, Senior Building Operations Manager; Sue Eller, Dunlap Branch Manager; Mary Ann Kempa, Cleveland Branch Manager; Elizabeth Layman, Technical Services Librarian; Mary Ann Kempa, Cleveland Branch Manager; and Trevor Wendzonka, Chief Marketing Officer.

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 Jeri Stahr, Vice-President.

CONSENT AGENDA

The Consent Agenda was presented. Janet Gruwell moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, stated that it had been a very productive day with the Facilities Master Plan interviews.

DIRECTOR'S REPORT

Kristen Edson, Executive Director, asked if there were any questions over her board report. There weren't any. She stated it had been a long day interviewing companies for the Facilities Master Plan. This is after reviewing 400 pages of proposals.

Katie Graham, Technical Services Department Head gave information on the Technical Services Department. She has been with EPL for 2 years, but this was her first board presentation. The staff

experience ranges from a 37-year employee to recent hires and transfers. While each staff member focuses on particular responsibilities, they are being cross trained to cover other areas and documenting procedures to ensure consistency. Katie explained the processes from ordering materials, receiving items, cataloging, and preparing them for circulation. They inspect new materials and repair items already in our collection. The buffing equipment has extended the useful life of our discs. She highlighted the popularity of the new book club kits. Tech Services also help cover the Info desk and participate in Community Engagement activities.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Resolution 2026-1 Job Description Recommendations

Kristen Edson, Executive Director, presented Resolution 2026-1 Job Description Recommendations. This delegates authority to modify job descriptions to the Executive Director. Changes will be shared with the board as an informational item. This makes the process more efficient and not impede hiring process. Cynthia Dunlop moved

THAT Resolution 2026-1 Job Description Recommendations be adopted.

Janet Gruwell 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)

Updates to Gift Policy

Jamie Arce, Director of Finance/Treasurer, presented updates to the Gift Policy. This would remove the requirement to consult with the EPL board for gifts greater than \$3,000 which is not restricted by Indiana Code. This update would streamline gift acceptance. Gifts would still be reported to the Board. Laura Steffen moved

THAT the Gift Policy be adopted as presented

Yuliana Rivera Arce 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)

Questions and Information from Board, Staff, and Guests

Dan Holtz, member, reported he enjoyed the recent Music in the Stacks performance. This is done in partnership with the Elkhart Symphony and support by the Friends of EPL.

ADJOURNMENT

Jeri Stahr, Vice-President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:22 p.m.

The next regularly scheduled meeting of the Board of Trustees will be March 17, 2026 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

Laura Steffen, Secretary