

### ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop (arrived at 5:33), 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 Allison McLean, Interim Director of Public Services.

Staff present: Deb Bloom, Circulation Department Head; Laura Holland, Administrative Clerk; Katie Graham, Technical Services Department Head; Mary Ann Kempa, Cleveland Branch Manager; Jarret Mitchell, Pierre Moran Branch Manager; Violeta Stroth-Campos; Executive Assistant; and Trevor Wendzonka, Chief Marketing Officer.

Staff present via Zoom: Nathan Claeys, Director of Human Resources; Katie Cullison, Osolo Branch Manager; and John Dawson, Senior Building Operations Manager

### 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. Jeri Stahr moved

THAT the Consent Agenda be adopted.

Dan Holtz seconded. Motion: carried (6-0)

### PRESIDENT'S BUSINESS

James W. Rieckhoff, President, reported that Executive Director Kristen Edson gave a “smashingly good” presentation for the Elkhart Rotary. Next month, instead of a department report, Kristen will give a report to the board.

### DIRECTOR'S REPORT

Kristen Edson, Executive Director, stated that future Leadership reports will include updates from Jamie Arce, Director of Finance/Treasurer. Board development vendor proposals will be sent to board members via email. They can then review and pick the vendor for future board development training. Kristen also clarified her director's report. With the vacancy created from Mary Beth's departure, a review of the organizational structure will take place, including updates to the roles and job descriptions

to meet the current needs of the library. After this is step is completed, there will be a review of wage scale. The current structure, needs, and compensations will be reviewed by NFP Compensation Consultants, the same company that performed the last wage scale update.

Violeta Stroth-Campos; Executive Assistant, introduced herself to the board. She is a lifelong resident of the area. She credits libraries and support from the community for her success.

Susan Schroeder, Reference Department Head, was unavailable to give a department report. This will be rescheduled for a later date.

### OLD BUSINESS

There was no old business to discuss.

### NEW BUSINESS

#### Non-Resident Fee Resolution

Kristen Edson, Executive Director, presented the Non-Resident Fee Resolution. The non-resident fee is calculated using data submitted in our annual report, based on statute. Dan Holtz moved

THAT the Non-Resident Fee Resolution be adopted

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

#### Wage Schedule

Kristen Edson, Executive Director, presented updates to the wage schedule. This shows an addition for High School Interns. This will allow EPL to have up to 4 paid interns, allowing students to fulfill updated diploma requirements. Student interns would be able to pick a department for their primary training, but would also cross-train for a better understanding of the different duties throughout the library system. Laura Steffen moved

THAT the wage scale be adopted as updated.

Cynthia Dunlop 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 gave a shoutout to Eric Nord, Computer Services Department Head, for his assistance in setting up her devices.

Kristen Edson reminded the board about the staff in-service on Friday, April 24<sup>th</sup>. She also noted that the Elkhart City Council recognized the library for National Library Week.

Cynthia Dunlop asked if there was any further action on completing a survey to show interest in receiving the Explorer magazine, noting it was nice but expensive. She wanted to know if we had a way to gage the level of interest in receiving a printed copy. A survey has not been completed.

The board was also reminded of the EPL picnic on Saturday, April 25<sup>th</sup>.

**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 6:00 p.m.

The next regularly scheduled meeting of the Board of Trustees will be May 6, 2026 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

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Laura Steffen, Secretary