

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 Allison McLean, Interim Director of Public Services.

Staff present: John Dawson, Senior Building Operations Manager; Laura Holland, Administrative Clerk; Mary Ann Kempa, Cleveland Branch Manager; Eric Nord, Computer Services Department Head; 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; Sam Householder, Communications Manager; and Elizabeth Layman, Technical Services Librarian.

Guests present: Libby Eisele, Friends of EPL; and Olivia Holtz, resident

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. Laura Steffen moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, noted that the State Board of Accounts have been working on the audit. The exit interview will be in June, and at least one board member needs to be in attendance. Violeta will be contacting members to schedule this.

Eric was thanked for his recent computer assistance. Next month will be the nomination of board officers.

DIRECTOR'S REPORT

Kristen Edson, Executive Director, gave updates to her Director’s Report. Two board members’ appointments are expiring. Janet Gruwell has decided she will not be returning to the board. Concord Community Schools is working on the selection process for her replacement. Laura Steffen has expressed an interest in returning and has completed the application process. The Elkhart County Commissioners have stated there is another applicant for the position. Kristen has voiced her support in keeping Laura in the position.

The board was encouraged to participate in training. ILF is hosting a board development program on Sunday Sept 27th from 10-3 at the St. Joseph County Public Library. United for Libraries will be holding training for friends, foundations, and trustees over July 28th-30th. Follow up emails about these events, will be sent to board members at a later time.

John Dawson, Senior Building Operations Manager, gave a presentation on his duties. These include monthly safety walks, building repairs, and property improvements. Curbside concerts require additional licenses and inspections from Indiana Homeland Security. He also is in charge of the security team schedule and reporting website. Under HR duties, he issues ID badges, assists with safety training, and other onboarding responsibilities.

Kristen Edson, Executive Director, gave a summary presentation on what she has learned over her first 8 months at EPL. Positives include early literacy programs, community outreach, and positive staff service. There is a need for stronger strategic alignment in staff roles, board priorities, facility planning, budget and funding options, community engagement, and strategic plans for the future. The largest focus is on determining facility needs and capital planning. It is important for the board’s help and assistance throughout every stage to reach these goals.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Major Budget Category Transfer – Engineering & Architectural Services for Facilities Master Plan (Resolution No. 2026-02)

Jamie Arce, Director of Finance/Treasurer, presented Major Budget Category Transfer – Engineering & Architectural Services for Facilities Master Plan (Resolution No. 2026-02). The current budget estimated \$50,000 for the Facilities Master Plan and planned \$300,000 to be transferred to Library Improvement Reserve Fund (LIRF). Reducing the transfer to LIRF to \$150,000 allows additional funds to cover the comprehensive Facilities Mast Plan. Thus, the new budget amount for Engineering and Architectural Services will be \$200,000, comprised of the initial budget of \$50,000 and the major budget category transfer of \$150,000. The current estimated cost for EPL’s Facility Master Plan is \$189,000.

Dan Holtz moved

THAT the Major Budget Category Transfer – Engineering & Architectural Services for Facilities Master Plan (Resolution No. 2026-02)) be adopted

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

Questions and Information from Board, Staff, and Guests

Kristen Edson, Executive Director, announced that the Summer Reading Program and the Curbside Concerts start this week. She also thanked Janet for her years of service on the board.

Cynthia Dunlop asked Director of Branch and Technical Services Kevin J. Kilmer about the poetry he mentioned in his board report. The book is called "Follow the Bees." It is made from a collection of writings over the past 20 years.

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 6:28 p.m.

The next regularly scheduled meeting of the Board of Trustees will be June 3, 2026, at 5:30 p.m. at the Pierre Moran Library, 2400 Benham Ave, Elkhart, IN.

Laura Steffen, Secretary