ELKHART **PUBLIC LIBRARY**
MINUTES

Board of Trustees Meeting
Tuesday, July 21, 2026
Downtown Library
Lower Level Meeting Rooms

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Sarah Hooley, 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 (via Zoom); Kevin J. Kilmer, Director of Branch and Technical Services; and Allison McLean, Interim Director of Public Services.

Staff present: Deb Bloom, Circulation Department Head; Laura Holland, Administrative Clerk; Sam Householder, Communications Manager; Mary Ann Kempa, Cleveland Branch Manager; Eric Nord, Computer Services Department Head; and Susan Schroeder, Reference Department Head.

Staff present via Zoom: Katie Cullison, Osolo Branch Manager; John Dawson, Senior Building Operations Manager; and Elizabeth Layman, Technical Services Librarian.

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.

Sarah Hooley was recognized as the newly appoint board member appointed by the Concord Community School Board. Kevin J. Kilmer, Director of Branch and Technical Services, administered the Oath of Office as a notary.

CONSENT AGENDA

The Consent Agenda was presented. Jamie Arce, Director of Finance/Treasurer noted that some line items in financial statements may appear that they have been under budget, but these are because they are annual items that do not occur until later in the year. Yuliana Rivera Arce moved

THAT the Consent Agenda be adopted.

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

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, welcomed Sarah Hooley as the new member of the Board of Trustees.

DIRECTOR'S REPORT

Kristen Edson, Executive Director, joined the meeting via Zoom. She emphasized details from her director's report. For the Facilities Master Plan, the board has been invited to participate in the community focus groups, scheduled for August 6-8. She is working on updating materials in the board binder, hoping to have the first draft ready before the upcoming board training. A vendor she is considering for the strategic plan will have a demonstration of other services available. She also noted that board should review the Kernan-Shepard Report as it relates to possible consolidation of libraries. Group viewing presentation of board training by United for Libraries will be July 28th.

Susan Schroeder, Reference Department Head, gave a presentation on the staff and duties of the Reference Department. She highlighted the popular notary service, conference rooms for patron use, and some programs. Besides the public duties, staff spend time with collection development and multiple off-desk responsibilities.

Kevin J. Kilmer, Director of Branch and Technical Services, gave a presentation on the consortium with Goshen Public Library. He summarized this is a successful venture, allowing sharing of resources to benefit patrons of both library systems.

<u>OLD BUSINESS</u>

There was no old business to discuss.

<u>NEW BUSINESS</u>

<u>Resolution No. 2026-03 — Library Concession Fund (Fund No. 230)</u>

Jamie Arce, Director of Finance/Treasurer; presented Resolution No. 2026-03 — Library Concession Fund (Fund No. 230). This creates a dedicated account for all concession money, separate from tax dollars. Contains the required written alcohol policy.

Jeri Stahr moved

> THAT the Resolution No. 2026-03 — Library Concession Fund (Fund No. 230) be adopted.

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

<u>Resolution No. 2026-04 — Curbside Concert Series Authorization</u>

Jamie Arce, Director of Finance/Treasurer; presented Resolution No. 2026-04 — Curbside Concert Series Authorization. This formally authorizes the Curbside Concert Series as an ongoing annual program and updates the beer garden rules to reflect the City's DORA (no fence required).

Laura Steffen moved

> THAT the Resolution No. 2026-04 — Curbside Concert Series Authorization be adopted.

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

Resolution No. 2026-05 — Gift Fund Transfer for Concession Startup ($10,000)

Jamie Arce, Director of Finance/Treasurer; presented Resolution No. 2026-05 — Gift Fund Transfer for Concession Startup ($10,000). This directs $10,000 from the Library's existing Unrestricted Gift Fund to cover the first concession purchases, including alcohol. No tax dollars used.

Dan Holtz moved

> THAT the Resolution No. 2026-05 — Gift Fund Transfer for Concession Startup ($10,000) be adopted.

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

Resolution No. 2026-06 — Fee Schedule Amendment

Jamie Arce, Director of Finance/Treasurer; presented Resolution No. 2026-06 — Fee Schedule Amendment. This adds a Concession and Retail pricing section to the Library's existing Fee Schedule. Sets a minimum 10% markup so nothing is sold at a loss.

Cynthia Dunlop moved

> THAT Resolution No. 2026-06 — Fee Schedule Amendment be adopted.

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

Resolution No. 2026-07 — Concession Fund Appropriation, FY 2026

Jamie Arce, Director of Finance/Treasurer; presented Resolution No. 2026-07 — Concession Fund Appropriation, FY 2026. This requires a public notice period and will need to be tabled.

Laura Steffen moved

> THAT Resolution No. 2026-06 — Fee Schedule Amendment be tabled until the August board meeting.

Yuliana Rivera Arce 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

Dan Holtz, member, noted that he liked the idea of considering using open space in an Elkhart Community School building, if an option is available. This could be temporary or permanent solution as part of the Facilities Master Plan.

Ralph Spelbring, patron, discussed how he had traveled to multiple other libraries. He produced a sign, "How to get kicked out of the library" to demonstrate a simple code of conduct that he had received from another library system.

ADJOURNMENT

James W. Rieckhoff, President, adjourned the regular meeting of the Board of Trustees of the Elkhart Public Library at 6:52 p.m.

The next regularly scheduled meeting of the Board of Trustees will be August 18, 2026 at 5:30 p.m. at the Osolo Branch, 3429 E. Bristol St, Elkhart, IN.

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Laura Steffen, Secretary