ELKHART **PUBLIC LIBRARY**
MINUTES

Board of Trustees Meeting
Tuesday, August 18, 2026
Downtown Library
Lower Level Meeting Rooms

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Cynthia Dunlop, Sarah Hooley, Dan Holtz, James W. Rieckhoff, Jeri Stahr, and Laura Steffen. Yuliana Rivera Arce attended via Zoom.

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: Katie Cullison, Osolo Branch Manager; Sue Eller, Dunlap Branch Manager; Laura Holland, Administrative Clerk; Eric Nord, Computer Services Department Head; and Charles Pieri, Branch YPS Librarian.

Staff present via Zoom: John Dawson, Senior Building Operations Manager; Katie Graham, Technical Services Department Head; Mary Ann Kempa, Cleveland Branch Manager; and Elizabeth Layman, Technical Services Librarian.

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 Agenda was presented. Jeri Stahr moved

THAT the Agenda be adopted.

Laura Steffen seconded. Motion: carried (6-0)

The Minutes of the Last Meeting was presented. Jeri Stahr moved

THAT the Minutes of the Last Meeting be approved.

Cynthia Dunlop seconded. Motion: carried (6-0)

The Director of Finance Report was presented. Jeri Stahr moved

THAT the Director of Finance Report be approved.

Sarah Hooley seconded. Motion: carried (6-0)

The Personnel Changes Report was presented. Cynthia Dunlop moved

THAT the Personnel Changes Report be approved.

Laura Steffen seconded. Motion: carried (6-0)

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, had no business to discuss.

DIRECTOR'S REPORT

Kristen Edson, Executive Director, gave updates on the Community Engagement for the Master Facility Plan. Over 100 comment cards have been completed. The online survey results to date are 185 for the Downtown location and 139 for the branches, with a goal of at least 400. The survey will end on August 29th. The Director of Public Services job posting should be out by end of August. Cynthia Dunlop inquired about if donor preferences will be used to determine the results of the type of project. Kristen responded that it is too early to plan the project details until the results of the survey have been completed.

Katie Cullison, Osolo Branch Manager gave a presentation on the Osolo Branch, including staff members, programs, and statistics. Despite ongoing road construction projects, there has been a steady increase in registration, circulation, and attendance. Tuesday's Storytime has been popular enough that 2 sessions are needed to meet the demand. The monthly Lego program is popular as well. Besides children's programs, the adult book club and craft nights are also well attended.

OLD BUSINESS

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. The required public notice time has been completed. Jeri Stahr moved

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

Dan Holtz seconded. Roll call vote was taken:

Cynthia Dunlop	Aye
Sarah Hooley	Aye
Dan Holtz	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
James W. Rieckhoff	Aye
Yuliana Rivera Arce	Aye

Motion: carried (7-0)

NEW BUSINESS

Draft 2027 Budget

Jamie Arce, Director of Finance/Treasurer, presented the Draft 2027 Budget. Next year's budget was developed based on departmental needs and not based on a percentage increase. Because the projected expenses and estimated revenues the budget for next year will be under the amount for binding review. Jeri Stahr noted that she appreciated the explanation of the summary format. This is just an informational item; no action required. Next month there will be written packet containing the full budget.

Resolution No. 2026-08 – Commitment to participate in the Indiana State Library Consortium for Public Library Internet access. (E-Rate discount program.)

Kristen Edson, Executive Director, presented Resolution No. 2026-08 – Commitment to participate in the Indiana State Library Consortium for Public Library Internet access. This E-Rate discount program allows the library to receive internet services at a deeply discounted rate in order to provide access to our patrons. Dan Holtz moved

> THAT Resolution No. 2026-08 – Commitment to participate in the Indiana State Library Consortium for Public Library Internet access. (E-Rate discount program.) be adopted.

Laura Steffen seconded.	Roll call vote was taken:
Cynthia Dunlop	Aye
Sarah Hooley	Aye
Dan Holtz	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
James W. Rieckhoff	Aye
Yuliana Rivera Arce	Aye
	Motion: carried (7-0)

Policy Update: Revising Non-Resident Card Policy

Kristen Edson, Executive Director, presented Policy Update: Revising Non-Resident Card Policy. This clarifies that students and educators who attend or work in higher education institutions within EPL's service area can receive free non-resident cards. Sarah Hooley stated she appreciated that non-teacher professionals are able to qualify. Sarah Hooley moved

> THAT the Non-Resident Card Policy revision be adopted.

Jeri Stahr seconded.	Roll call vote was taken:
Cynthia Dunlop	Aye
Sarah Hooley	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

There were no additional comments.

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 6:30 p.m.

The next regularly scheduled meeting of the Board of Trustees will be September 15, 2026 at 5:30 p.m. at the Downtown Location, 300 S. Second Street, Elkhart, IN.

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Laura Steffen, Secretary