

MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL) ON
FEBRUARY 14, 2024.

The Board of Trustees of the Eckhart Public Library met on February 14, 2024 at 6:00 pm. in the Research Room at the William H. Willennar Genealogy Center, 700 South Jackson Street, Auburn, IN. The media and public received proper notice, pursuant to **I.C. § 5-14-1.5-5**.

President Barbara Morrow presided and called the meeting to order at 6:00 pm.

BOARD OF TRUSTEES

Members of the Board of Trustees present by roll call were David Brown, Connie Fullerton, Pete Kempf, Amy Norton, Barbara Morrow, William Schaab and Nora Schwartz.

Absent: None

Also present: Executive Director Valerie Simmons, Business Operations & Finance Manager Martha Rubrake, Business Operations & Finance Assistant Manager Luke Martin, and former executive director and volunteer finance consultant Janelle Graber.

RECOGNITION OF VISITORS

Sherri Sible

SECRETARY'S REPORT

Treasurer Schaab moved to approve the minutes from the January 17, 2024 Board of Finance. Board Member Kempf provided the second.

The motion to approve the January 17, 2024 minutes from the Board of Finance as presented carried 6 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

Board Member Kempf moved to approve the minutes from the January 17, 2024 regular meeting. Treasurer Schaab provided the second.

The motion to approve the January 17, 2024 minutes from the regular meeting as presented carried 6 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

FINANCIAL REPORT

Board Member Schwartz moved to approve the financial report as presented. Board Member Kempf provided the second.

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The motion to approve the financial report as presented carried 6 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

CLAIMS AUTHORIZATION

Presented claims from January 18, 2024 through February 14, 2024 for the payment of payroll, operating, and Gift & Memorial in the amount of \$127,816.33.

Vice President Brown moved to authorize payment of the vouchers as presented in the amount of \$127,816.33. Board Member Schwartz provided the second.

The motion to approve the vouchers as presented carried 6 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

DIRECTOR'S REPORT

- Four staff members will attend the Public Library Association conference in Columbus, Ohio this April: Darcy Armstrong, Emma Richey, Alyson Roemer, and Alan Sweeny.
- The Indiana Public Library Annual Report is ready for review prior to final signatures and submission.
- Public Notice of Annual Financial Report / Cash and Investments was published in The STAR and Garrett Clipper on Tuesday February 13. It must be published in papers as required by the Indiana State Board of Accounts annually.
- Performance evaluations are complete for all staff other than the Leadership team. Valerie will have these completed by the end of the month.
- Actively reviewing the Code of Conduct Policy. Once suggested updates are vetted by a lawyer, the revised policy will be brought before the Board.
- Director Simmons is assessing the process for the next Strategic Plan and will have updates to share at upcoming meetings.
- We are planning a non-partisan voter registration drive before the cutoff in April. Programming staff have contacted the League of Women Voters for their assistance. More information to come.
- Indiana Fire Sprinkler and Backflow was on campus Tuesday, Feb. 6 to do annual sprinkler and backflow prevention checks at Main & WGC. Fire Alarm inspections completed February 12.
- Plumber came to assess the sump pump in the main elevator pit at Main. Will need repairs, and a quote is being prepared.

Board Member Kempf asked about the possibility of library staff attending board meetings. Director will bring this before the staff with a goal of having a representative from the different departments make a short presentation or an update from their department.

Gifts and Grants:

No gifts to report from the DeKalb County Community Foundation.

Received donation to EPL from Kenwigs Literary Club in memory of their beloved club member Nancy Taylor who died January 29, 2024.

Reviewed the annual EPL 2024 Fee Schedule.

- Note increase of subscription card cost to \$111.74 from \$109.40 defined by a formula from the Indiana General Assembly.

Board Member Schwartz moved to approve the EPL 2024 Fee Schedule as presented. Treasurer Schaab provided the second.

The motion to approve the 2024 Fee Schedule as presented carried 6 to 0 by roll call vote of the Board: Brown- aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

COMMUNICATIONS and CORRESPONDENCE

Received an email from Thomas Bryant from Tucson, AZ. He has given year-end donations since 2020 to the EPL Endowment Fund in appreciation for the impact the library had on him as a child and youth growing up in Auburn. Board Member Schwartz will share his email with Community Foundation DeKalb County.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

Treasurer Schaab shared information about safety training services provided by Randy Duhamel, president of D.P.T.S., which offers techniques in managing difficult people. The company's fee is \$450 per training session. Director Simmons will meet with EPL staff to gauge interest in receiving such training. If there is interest, she will meet with Duhamel to see if his goals align with those of the library.

Board President Morrow mentioned that the Board needs local legal counsel. Morrow and Director Simmons will meet soon with local attorney Erik Weber, who has represented the board in the past, to discuss his fees and time he could allow to work for the library. EPL uses Bose McKinney & Evans LLP of Indianapolis as legal counsel for personnel related policy issues.

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PUBLIC COMMENTS

Sherri Sible explained that she and her sisters made valentine cards for each board member as a part of EPL's Back in the Days Valentine Party program. These cards were added to treat bags given to each member.

ANNOUNCEMENTS

The Friends of EPL are working on the plans for Strawberries Around the Fountain for June 20, 2024, 5-8pm. To date, sponsorships totaling \$5,000 have already been pledged.

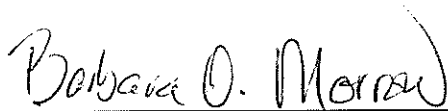
The next regular meeting of the Board of Trustees will be held on March 13, 2024 at 6pm at the Willennar Genealogy Center, 700 S. Jackson Street, Auburn, IN.

ADJOURNMENT

There being no further business to come before the Board of Trustees, **Treasurer Schaab moved to adjourn the meeting.** Vice President Brown provided the second.

The motion to adjourn carried 6 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

Approved by the EPL Board of Trustees



Barbara O. Morrow, President

ATTEST:



Connie Fullerton, Secretary