

MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL) REGULAR SESSION HELD ON JANUARY 17, 2024.

The Board of Trustees of the Eckhart Public Library met in regular session on January 17, 2024 at 6:15pm 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 6:15pm.

BOARD OF TRUSTEES

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

Absent: None.

Also present: Executive Director Valerie Simmons, Manager of Business Operations & Finance Martha Rubrake, Assistant Manager of Business Operations & Finance Luke Martin, Amy Norton, Angie Mapes Turner, President of Eckhart Library Foundation (ELF), and Janelle Graber.

The Board welcomed Amy Norton who was appointed as a new Board of Trustees member by the DeKalb County Council for a four year term beginning January 1, 2024.

RECOGNITION OF VISITORS

Sherri Sible, Ruth Randinelli, Carolyn Foley

SECRETARY'S REPORT

Board Member Kempf moved to approve the minutes from the regular monthly meeting on December 13, 2023. Treasurer Schaab provided the second.

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

FINANCIAL REPORTS

Reviewed and approved the financial report as presented.

Board Member Ackerman moved to approve the financial report as presented. Vice President Brown provided the second.

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

Final transfer of appropriations per Indiana Code (IC) 6-1.1-18-6.

Board Member Schwartz moved to adopt Resolution 2024-01 for the 2023 Transfer of Appropriations. Board Member Kempf provided the second.

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The motion to adopt Resolution 2024-01 Transfer of Appropriations carried 6 to 0 by roll call vote of the Board: Ackerman-aye; Brown-aye; Fullerton-aye; Kempf-aye; Schaab-aye; Schwartz-aye.

Treasurer Schaab reported that the final budget order for 2024 was received from the Indiana Department of Local Finance (DLGF). The 2024 budget was approved as adopted in the amount of \$1,710,230.

CLAIMS AUTHORIZATION

Presented claims from December 14, 2023 through January 17, 2024 for the payment of payroll, Operating, EPL Gift & Memorial, and WHW Gift & Memorial in the amount of \$227,597.34.

Board Member Schwartz moved to authorize payment of the vouchers as presented in the amount of \$ 227,597.34. Board Member Ackerman provided the second.

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

DIRECTOR'S REPORT

- Reported that the final invoice for Willennar Genealogy elevator was paid in full from William H. Willennar Genealogy Center Foundation on 1-10-2024.
- Thank you from Valerie for a warm welcome from EPL staff and Board of Trustees.
- Reported that all personnel have received internal controls training on standards and procedures adopted by EPL as required by Indiana Code (IC) 5-11-1-27(g)(2).
- Program highlights: Bluey's 1st Week of New Year Party was a huge success. 177 people attended.

Gifts and Grants:

- Memorials have been received at Eckhart Public Library and Eckhart Library Foundation in memory of Donna Mettert, longtime EPL patron, who passed away January 4, 2024.
- Memorial received in memory of John Michael Bartrom, brother of Board Member Nora Schwartz, who passed away January 7, 2024 in Overland Park, Kansas.

Personnel

- Reviewed the 2023 amended Wage and Salary Schedule and the 2024 amended Wage and Salary Schedule.

Board Member Schwartz moved to approve the 2023 and the 2024 Wage and Salary Schedule as amended. Board Member Kempf provided the second.

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The motion to approve the 2023 and the 2024 Wage and Salary Schedule as amended carried 6 to 0 by roll call vote of the Board: Ackerman-aye; Brown-aye; Fullerton-aye; Kempf-aye; Schaab-aye; Schwartz-aye.

COMMUNICATIONS and CORRESPONDENCE

- Season's greeting card from Jane and Ed Feyl.
- Thank you card from the EPL staff thanking the Board for the stipend given in 2023.
- Letter received from patron Richard Gibson thanking Darcy Armstrong for her exemplary customer service connecting his great grandmother, Alice, a resident of Montana, to the "Golden Girls Back in the Day" program and trivia contest, created by Alyson Roemer.

UNFINISHED BUSINESS

- Status of welcome and onboarding for new Executive Director Valerie Simmons and each board member's meet & greet with Valerie.
- Pete Kempf and Barbara Morrow have been reappointed by the DeKalb County Commissioners to serve another four-year term on the EPL Board, with that term to end on December 31, 2027.
- William Schaab has been reappointed by the Garrett-Kaiser-Butler School Board to serve another four-year term on the EPL Board, with that term to end on February 29, 2028.

NEW BUSINESS

- Status of 2024 budget appropriations: Director Simmons and the Finance Team will review the approved budget to ensure that enough funds in each appropriation category are re-evaluated.
- 1782 Notice for Budget Year 2024 has been signed and returned to Department of Local Governmental Finance (DLGF).
- Executive Director Simmons appointed as a liaison to Eckhart Library Foundation. Her first meeting will be on Monday, January 22, 2024.

Angie Mapes Turner reported ELF updates:

- ELF's first quarterly meeting of 2024 will be held Monday, Jan. 22, at Willennar Genealogy Center.
- ELF completed an extensive review and revision of its bylaws in the fall of 2023.
- Two original board members, Vicki James and Erik Weber, have cycled off the board. They are the first board members to turn over since the board formed in 2018. Local attorney Hailey Casto replaced Erik. Two additional potential board members will attend Monday's meeting.

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- ELF received grant support from Dekko Foundation to hold a strategic planning retreat in November with consultant Tammy Zonker, who helped the board write a new mission statement and its first strategic plan, which is still being finalized.
- ELF has hired a marketing consultant to create a freestanding website for the foundation and create print marketing materials. A logo was created last year.
- A goal for 2024 (and going forward) is closer collaboration with EPL Board of Trustees to identify strategic critical operations and strategic infrastructure needs. Angie and other ELF board members hope to attend EPL meetings on a regular basis and will schedule time for further conversations to reach this goal.

Election of officers for the Board of Trustees for 2024. Nominations are open.

Board Member Schwartz nominated the following slate of officers for 2024:

President – Barbara Morrow

Vice President – David Brown

Treasurer – William Schaab

Secretary – Connie Fullerton

Board Member Ackerman moved to approve the slate of officers as presented. Board Member Kempf provided the second.

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

PUBLIC COMMENTS

Carolyn Foley stated that it was an honor and privilege to serve on the Board with Kari, congratulating her on 16 years as board member.

Janelle Graber praised Kari for her dedicated service to EPL as a board member. She highlighted the fact that her quick response in getting the damaged art to the conservatory in Chicago the day after the July 2, 2017 fire was extraordinary.

ANNOUNCEMENTS

Recognition of the dedicated service and leadership of Kari Ackerman, who served 16 years on the board from 2008 – 2023. She served as Vice President for 10 years (November 13, 2012- December 2022.) Kari was instrumental in rescuing EPL art pieces after the devastating fire on July 2, 2017.

Community reception for Executive Director Simmons on Tuesday, January 23 at Main, 4-6pm.

Condolences to Nora Schwartz and her family on the loss of her brother, John Michael Bartrom.

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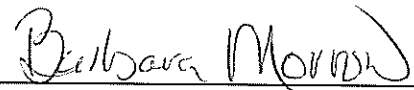
The next regular monthly business meeting of the Board of Trustees will be held on Wednesday, February 14, 2024 at 6:00pm at the Willennar Genealogy Center, 700 S. Jackson Street, Auburn, IN.

ADJOURNMENT

There being no further business to come before the Board of Trustees, **Board Member Kari Ackerman moved to adjourn the meeting.** Treasurer Schaab provided the second.

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

Approved by the EPL Board of Trustees:



Barbara Morrow, President

ATTEST:



Connie Fullerton, Secretary

