

MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL) HELD ON JUNE 12, 2024.

The Board of Trustees of the Eckhart Public Library met on June 12, 2024 at 6:00 pm. in the Learning Lab 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, Nora Schwartz, and William Schaab.
Absent: none.

Also present: Executive Director Valerie Simmons, Business Operations & Finance Assistant Manager Luke Martin and Public Service Specialist Angelica Alvarez .

RECOGNITION OF VISITORS

There were none.

SECRETARY'S REPORT

Board Member Kempf moved to approve the minutes from the May 8, 2024 meeting.
Board Member Schwartz provided the second.

The motion to approve the May 8, 2024 minutes 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

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

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 May 9, 2024 through June 12, 2024 for the payment of payroll, EPL Operating, EPL Gift & Memorial, and WHW Gift & Memorial in the amount of \$150,108.34.

Board Member Schwartz moved to authorize payment of the vouchers as presented in the amount of \$150,108.34. Vice President Brown provided the second.

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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

Director Simmons introduced Public Service Specialist Angelica Alvarez who presented about the Teen Library.

On May 9, Randy Duhamell with D.P.T.S. provided a 4-hour training covering On Site Safety Training and Preventative Measures. The training was well received by staff, and Mr. Duhamell demonstrated a variety of usable approaches to stay aware and prepared to prevent issues before they reach a critical point. The Friends of the Library provided lunch to staff after the training which was greatly appreciated.

On Saturday, May 25, the decision was made to close the library for the day as a result of a power outage on the library campus with downed power lines in front of the Willenar Genealogy Center. Alan, our Technology Manager, worked much of the next two days to navigate the after effects of the outage. All issues were resolved on Wednesday, May 29. Director Simmons recognized the quick action and commitment demonstrated by managers Darcy Armstrong and Alan Sweeny. Repairs to the utility pole will be completed on Thursday, June 13 prior to the library's opening.

EPL's summer reading program Read. Do. Explore. kicked off on Saturday, June 1 with 194 people in attendance. This year's theme is "Adventure Begins at Your Library." The annual program encourages reading and participation in a variety of library events.

Work is progressing on the 2025-2027 Strategic Plan. The Leadership Team started with a staff survey and assessment of where EPL stands with the goals in our current plan. Our next steps are to complete a community and organizational survey in order to broadly gather information from community members and community groups and potential partner organizations. The surveys will be widely advertised by the end of June, including a 4-week video advertisement with Screenvision Media to be shown prior to movies at the Auburn NCG Movie Theater. Results of the survey will inform next steps.

Director Simmons invited Luke Martin, Business and Finance Assistant Manager, to provide updated information on the installation of a Free Little Art Gallery and the art appraisal process currently underway.

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Simmons announced that the library held a wellness screening event with Parkview for all interested staff on June 11, 2024.

A representative from the Parkview Employee Assistance Program will present at the June 13 staff meeting to review all the benefits available as part of this staff benefit.

2025 Budget Season:

- Director Simmons notified the Board that she will present on behalf of the library at the August 6 Auburn City Council meeting in preparation for the fall budget public hearing.
- Date proposed for the 2025 Budget Public Hearing: August 14, 2024 at 6:00 PM
- Date proposed for the 2025 Budget Adoption: September 11, 2024 at 6:00 PM
 - Note that there MUST be a quorum for both the hearing and the adoption meetings.

The Board Treasurer, Director, and Business and Finance Team are starting the process to explore banking options and gather proposals as we have been strongly encouraged by the State Board of Accounts to pursue Positive Pay for checks. This is due to increased check fraud seen by governmental and other institutions. Additional information will be provided at upcoming meetings.

Director Simmons addressed the U.S. Department of Labor ruling to increase the minimum salary level for exempt employees in phases, the first being July 1, 2024. The July 1 salary threshold update will affect Supervisor (Grade 3) staff. These positions are currently exempt status; however, as of July 1, these staff will be classified as non-exempt employees. Two job descriptions need to be updated to reflect the status change:

- Public Services Genealogy Supervisor
- Public Services Programming Supervisor

Board Member Schwartz moved to approve the Public Services Genealogy Supervisor and Public Services Programming Supervisor job descriptions effective July 1, 2024 as presented. Board Member Norton provided the second.

The motion to approve the Public Services Genealogy Supervisor and Public Services Programming Supervisor job descriptions 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.

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Director Simmons presented a proposed update to the Paid Time Off (PTO) For Full-Time Employees Policy as it pertains to the July 1 change in employment status for EPL's Grade 3 Supervisor employees. The proposed change allows full time employees with supervisory responsibilities to retain the vacation time provided as an exempt employee rather than drop to a potentially lower rate due to the non-exempt status.

Board Member Schwartz moved to approve the Paid Time Off (PTO) For Full-Time Employees Policy as presented. Board Member Norton provided the second.

The motion to approve the Paid Time Off (PTO) For Full-Time Employees Policy 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.

Personnel:

Thomas Irwin was promoted from Full Time Genealogy Services Specialist to Public Services Genealogy Supervisor on April 22, 2024.

Gifts and Grants:

Sweet Rocket (Floral Still Life) by Cariani: 30"x36" oil on canvas, signed lower left, in original frame. Gift of Ken and Genie Lange.

COMMUNICATIONS and CORRESPONDENCE

Notice of public meeting and public hearing for consideration of creation of residential housing allocation area and residential housing development program in the City of Auburn, Indiana received by the Redevelopment Commission. Public meeting will take place on July 2, 2024 at 12:00 pm at the Yoder Council Chambers in Auburn City Hall, 206 E. Ninth Street.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

Reviewed update to Credit Card Policy per State Board of Accounts recommendation.

Board Member Kempf moved to approve the Credit Card Policy as presented. Treasurer Schaab provided the second.

The motion to approve the Credit Card Policy 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.

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Reviewed the Emergency Closings Policy proposed changes. These changes would allow staff scheduled during an emergency closure to be paid for their scheduled time. In addition, language has been changed to allow the Library Director to make the determination regarding emergency closings.

Board Member Schwartz moved to approve the Emergency Closings Policy as presented. Vice President Brown provided the second.

The motion to approve the Emergency Closings Policy 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.

PUBLIC COMMENTS

There were none.

ANNOUNCEMENTS

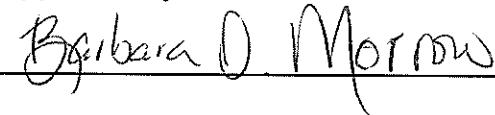
The next regular meeting of the Board of Trustees will be held on July 10, 2024 at 6pm at the Willennar Genealogy Center, 700 S. Jackson Street, Auburn, IN.

ADJOURNMENT

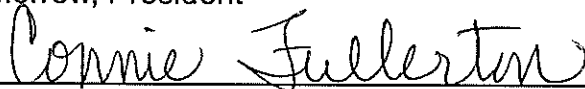
There being no further business to come before the Board of Trustees, **Board Member Schwartz moved to adjourn the meeting.** Board Member Kempf provided the second.

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