

SEPTEMBER 11, 2024 MINUTES OF THE **REGULAR** BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL).

The Board of Trustees of the Eckhart Public Library met on September 11, 2024 at 6:15 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 6:15 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, and Business Operations & Finance Assistant Manager Luke Martin.

**RECOGNITION OF VISITORS**

Sherri Sible

**SECRETARY'S REPORT**

**Board Member Schwartz moved to approve the minutes from the August 14, 2024 Public Hearing and Regular meetings.** Board Member Norton provided the second.

The motion to approve both of the August 14, 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 August 15, 2024 through September 11, 2024 for the payment of payroll, EPL Operating, EPL Gift & Memorial, and WHW Gift & Memorial in the amount of \$167,946.96.

**Board Member Schwartz moved to authorize payment of the vouchers as presented in the amount of \$167,946.96.** Board Member Norton 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**

Both community and staff survey results have been compiled for the 2025-2027 Strategic Plan. Strategic priorities have been established and will move to staff teams to define specific goals and measurable outcomes. In addition, a separate Community Partners survey has recently been distributed, and those results will be incorporated into the planning process. Progress will continue to be reported to the Board.

Reminder that the library will have altered hours during the DeKalb County Fair week of September 23 - 28. During this time, staff will work on individual projects as well as have opportunities to contribute to the Strategic Planning process.

Director Simmons highlighted an upcoming genealogy program series for teens titled "Who Do You Think You Are?" conducted by Genealogy Specialist Fyo Wheeler. Teens will learn how to start genealogical research, make a basic family tree, conduct family interviews, and visit the Old Auburn Cemetery.

The EPL Wellness Committee has been working on a refresh of the staff lounge in the Annex, and they are proud to report that the project will be completed during Fair week. The refresh includes different seating options, some new kitchen organizational items, a white noise machine and additional options for device charging. Painting estimates for the first floor are being explored. Funding for this project will come from gift funds.

Business Operations & Finance Manager Martha Rubrake attended the Boyce Amplify LIVE conference in Fishers, IN August 26-27. Director Simmons invited Martha to speak about the experience.

The process of opening accounts and onboarding has begun with Community State Bank (CSB). Training on their online banking, including the Positive Pay process, is moving forward.

Reviewed the Pest Policy:

**Board Member Schwartz made a motion to approve the Pest Policy as edited.** Board Member Norton seconded the motion.

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The motion to approve the Pest 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.

Reviewed the edits made to Appendix E (Request to Transfer Paid Time Off form) in relation to the Transfer of PTO Policy in the EPL Personnel Policy Handbook.

**Board Member Schwartz made a motion to approve Appendix E as presented.** Vice President Brown seconded the motion.

The motion to approve Appendix E 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:**

Public Services Specialist Brianna George's last day was August 29, 2024.

Emma Goodman will begin as a part-time Public Services Specialist on September 30, 2024.

Director Simmons approved 3 transfers of PTO requests for a total of 40 hours under the Transfer of PTO Policy.

**Gifts and Grants:**

- The Friends of Eckhart Public Library, Inc. reimbursed EPL for incidental Strawberries Around the Fountain expenses..
- Kenwigs Literary Club closed out their account and donated the balance to EPL.
- Eckhart Library Foundation, Inc. reimbursed an additional \$500 of art appraisal project expenses.
- Donation from Tri Kappa Sorority for the Kathy Woodcox Memorial Fund given on June 23, 2024.
- Donation given to EPL in memory of Beverly Leas Timberlin on July 30, 2024.
- Donation from the Ollie Waid Trust given to EPL on July 30, 2024.
- IDEM Community Recycling Grant submitted on September 5, 2024. If awarded, this grant will provide funding for new, smart recycling and trash bins. In addition, funding will support a robust recycling education program.
- Health First Indiana Funding Application submitted to the DeKalb County Health Department on September 10, 2024. If awarded, this funding will allow EPL to purchase AEDs for campus and train two staff members to be certified CPR instructors.

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### **COMMUNICATIONS and CORRESPONDENCE**

Fortify Life sent a thank you letter for donations received from the library in August.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

PHP Renewal Proposal received for the period 12/1/24 - 11/30/25. After review and discussion with EPL's broker Mark Benbow (Brown & Brown Insurance), Director Simmons and Business Operations & Finance Manager Rubrake recommended the library continue with the proposed renewal plans and current employer contributions. The renewal increases are expected and in line with our 2025 budget estimates.

**Board Member Schwartz made a motion to renew the employee health insurance contract for 2025.** Board Member Kempf provided the seconded.

The motion to renew the employee health insurance contract for 2025 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**

Sherri Sible appreciates the volunteer hours donated by board members to the library.

### **ANNOUNCEMENTS**

The next **regular meeting** of the Board of Trustees will be held on October 9, 2024 at 6pm at the Willennar Genealogy Center, 700 S. Jackson Street, Auburn, IN.

Friends of EPL are sponsoring a Dine-to-Donate at Panda Express on September 17, 2024 from 10:00am to 10:00pm.

EPL is participating in the Giving Tuesday program at Community Foundation DeKalb County, an annual fundraising competition to help grow endowment funds. Fundraising efforts begin October 2 and run through November 22, 2024.

**ADJOURNMENT**


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

  
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Barbara O. Morrow, President

ATTEST:   
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Connie Fullerton, Secretary