

The Board of Trustees of the Eckhart Public Library met on November 13, 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 Connie Fullerton, Pete Kempf, Amy Norton, Barbara Morrow, William Schaab, Nora Schwartz. Absent: David Brown.

Also present: Executive Director Valerie Simmons, Business Operations & Finance Manager Martha Rubrake, Business Operations & Finance Assistant Manager Luke Martin, Angela Mapes Turner, President of Eckhart Library Foundation (ELF) and Karen Nesius Roeger, EPL Programming Supervisor.

### **RECOGNITION OF VISITORS**

There were none.

### **SECRETARY'S REPORT**

**Board Member Schwartz moved to approve the minutes from the October 9, 2024 meetings.** Board Member Kempf provided the second.

The motion to approve the October 9, 2024 minutes as presented carried 5 to 0 by roll call vote of the Board: Fullerton- aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

### **FINANCIAL REPORT**

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

The motion to approve the financial report as presented carried 5 to 0 by roll call vote of the Board: Fullerton- aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

### **CLAIMS AUTHORIZATION**

Presented claims from October 10, 2024 through November 13, 2024 for the payment of payroll, EPL Operating, EPL Gift & Memorial and WHW Gift & Memorial in the amount of \$156,157.28.

**Board Member Schwartz moved to authorize payment of the vouchers as presented in the amount of \$156,157.28.** Board Member Norton provided the second.

The motion to approve the vouchers as presented carried 5 to 0 by roll call vote of the Board: Fullerton- aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

## **DIRECTOR'S REPORT**

Karen Nesius Roeger, Programming Supervisor, spoke about the Reflective Conversations program series and provided feedback and insights about the sessions.

Strategic Plan for 2025-2027 update given by Director Simmons. Overarching goals fall into the following 5 main goals:

1. Enhance usability of library through experience and accessibility
2. Optimize access to collections and spaces
3. Strengthen community engagement and outreach
4. Support literacy and learning
5. Invest in staff development and organizational culture

EckhART Detectives is a partnership program with the Eckhart Library Foundation and will take place Saturday, November 16 at 3:00 PM. This after-hours program will provide tours of the artwork and feature guest speakers Senior Appraiser of Fine Art Sharon Theobald and art historian and Purdue lecturer Stacey Smythe in a live, virtual Q & A. Professor Smythe will also provide live, virtual staff training at the November 14 staff meeting.

E-rate projects:

AdTech, EPL's e-rate consultant, submitted Category 1 Request for Proposals (RFP) – Portable Wi-Fi Service and Equipment on October 24, 2024. Bids are required to be submitted to Director Simmons no later than 12:00 pm EST on December 9, 2024. Review of proposals will take place between December 9 - 23 using an evaluation matrix. This project will provide 50 wifi hotspots to be circulated in the community. Costs are capped at more than \$90 per device and \$15 per line per month, funded in full by E-rate.

AdTech is also preparing submission for FY2025 Category 2 Equipment RFP for switches. Bids are required to be submitted to Director Simmons, date to be determined. EPL's FY2025 Category 2 budget is \$129,824 pre-discount. 70% of the project's funding will come from e-rate funding with the remaining balance paid by EPL.

NOVEMBER 13, 2024 MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL).

**Board Member Kempf moved to approve the submission of the RFP for E-rate Category 2 funding for technology equipment.** Board Member Schwartz provided the second.

The motion to approve the submission of the RFP for E-rate Category 2 funding for technology equipment carried 5 to 0 by roll call vote of the Board: Fullerton- aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

**Personnel:**

Jane Foster was hired as a part-time Public Services Specialist.

Sarah Geiger was hired as a part-time Public Services Specialist.

Director Simmons approved a transfer of PTO request for a total of 8 hours under the Transfer of PTO Policy.

**Gifts and Grants:**

3rd Quarter grant for \$25,000 from Eckhart Library Foundation has been deposited.

Donation from Sherri and Gary Sible in memory of Sherri's Auburn High School classmate, Connie Mahnesmith, who passed away October 31, 2024.

AWS Accessible Communities grant was awarded by the Community Foundation of DeKalb County in the amount of \$3,231 to purchase and install sensory panels in the Children's Department.

Health First Indiana funding was approved in the amount of \$8,000 for the purchase of 4 AED machines with cabinets and costs associated with certifying two staff members as CPR instructors.

**COMMUNICATIONS and CORRESPONDENCE**

Note from Community Foundation DeKalb County (CFDC) congratulating the library on receiving the AWS Accessible Communities Grant from CFDC.

Note from First United Methodist Church thanking the library for their participation with the church's Falloween party for the community.

Note from Erica Beelman (Greensboro, NC) thanking the Library for all we do.

**UNFINISHED BUSINESS**

Auburn-Eckhart Public Library Board of Trustees regular meeting 11.13.2024.

NOVEMBER 13, 2024 MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL).

Trustee By-Laws review conducted and revisions discussed.

**Board Member Schwartz moved to approve the revisions to the Library Board of Trustees By-Laws.** Board Member Kempf provided the second.

The motion to approve the revisions to the Library Board of Trustees By-Laws carried 5 to 0 by roll call vote of the Board: Fullerton- aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

### **NEW BUSINESS**

Calendar dates for the 2025 Eckhart-Public Library Board of Trustees Meetings:

A schedule for 2025 was presented with meetings to be held on the second Wednesday of each month. A recommendation was made to hold the January meeting on the third Wednesday, January 15, 2025 instead of January 8, 2025.

**Board member Kempf moved to approve the Library Board of Trustees meeting dates for 2025.** Board Member Norton provided the second.

The motion to approve the Board Meeting Dates for 2025 carried 5 to 0 by roll call vote of the Board: Fullerton- aye; Kempf-aye; Norton-aye; Schaab-aye; Schwartz-aye.

### **PUBLIC COMMENTS**

There were none.

### **ANNOUNCEMENTS**

Angela Mapes Turner, Eckhart Library Foundation President shared announcements. Planned giving will be a focus in 2025. There was an offer extended for one EPL Board Member to join the ELF Board with voting privileges. President Mapes Turner announced the pledge to grant \$115,000 to the library in 2025 in honor of the library's 115th anniversary.

The next meeting of the Board of Trustees will be held on December 11, 2024 at 6pm at the Willennar Genealogy Center, 700 S. Jackson Street, Auburn, IN.

### **ADJOURNMENT**

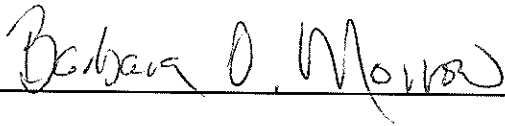
Auburn-Eckhart Public Library Board of Trustees regular meeting 11.13.2024.

NOVEMBER 13, 2024 MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL).

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

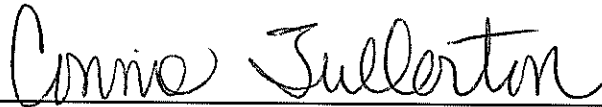
The motion to adjourn carried 5 to 0 by roll call vote of the Board:; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye, Schwartz-aye.

Approved by the EPL Board of Trustees



Barbara O. Morrow, President

ATTEST: \_\_\_\_\_



Connie Fullerton, Secretary

