

JANUARY 15, 2025 MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL).

The Board of Trustees of the Eckhart Public Library met on January 15, 2025 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. Absent: Nora Schwartz.

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, Angie Mapes Turner, Hailey Casto

SECRETARY'S REPORT

Board Member Kempf moved to approve the minutes from the December 11, 2024 meetings. Treasurer Schaab provided the second.

The motion to approve the December 11, 2024 minutes as presented carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye.

FINANCIAL REPORT

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

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

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

Board Member Kempf moved to adopt Resolution 2025-01 for the 2024 Transfer of Appropriations. Board Member Norton provided the second.

The motion to adopt Resolution 2025-01 Transfer of Appropriations as presented carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye.

CLAIMS AUTHORIZATION

Presented claims from December 12, 2024 through January 15, 2025 for the payment of payroll, EPL Operating, EPL Gift & Memorial and WHW Gift & Memorial in the amount of \$247,418.46.

Vice President Brown moved to authorize payment of the vouchers as presented in the amount of \$247,418.46. Board Member Kempf provided the second.

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

DIRECTOR'S REPORT

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).

PNC Operating and Gift & Memorial checking and money market bank accounts have been closed.

Interactive play panels, made possible through the CFDC - AWS Accessible Communities Grant, were installed in the Children's department the week of January 6, 2025.

Director Simmons reviewed the 2024 statistics.

Read. Do. Explore. (RDE): Winter reading challenge has begun and will run through February 15., 2025. RDE provides six weeks of programming and opportunities to engage with the library and our community, centering around the theme "All Things 1980's."

The Leadership Team is continuing to work on updating job descriptions and EPL's personnel policy handbook.

2025 E-Rate project updates (Cat 1 and Cat 2): Our Category 1 project is for additional wireless hotspots to circulate to our patrons. Kajeet was selected using a competitive matrix, offering 50 pre-kitted hotspots that will work on a variety of major networks. The implementation of the project is dependent on the continuation of e-rate eligibility, and this stipulation is included in our service agreement. Category 2 project is for wireless access points, network switches, and labor costs. Again, using a competitive matrix, Vital Computing was selected for this project. Alan Sweeny will be the primary contact for both projects.

Personnel: No updates to report.

Gifts and Grants:

Luke Martin, Business and Finance Assistant manager, provided a review of EPL's 2024 gifts and grants. An update on gifts and grants going into 2025 was also presented.

Donation from Gary and Sherri Sible in memory of Elaine Verville who passed away November 22, 2024.

Donation from Steve and Cathleen Butler and Sue Lilly and daughters in memory of Rosemary Gallagher who passed away on December 5, 2024.

Donation from Gary and Sherri Sible in memory of Bev Mawe who passed away on December 9, 2024. Bev retired from EPL in 2013 after serving 20 years.

(Verville, Gallagher, and Mawe listed EPL as their designated memorial.)

Donation to EPL from Community Foundation DeKalb County from the Imogene Mavis Fund.

COMMUNICATIONS and CORRESPONDENCE

Thank you card from the EPL staff thanking the Board for the stipend given in 2024.

Thank you card from Karen Muckenfuss for the raise and stipend.

UNFINISHED BUSINESS

EPL Director's performance review is scheduled for Thursday, January 16 at 5:15 PM.

NEW BUSINESS

Election of officers for the Board of Trustees for 2025. Nominations are open.

Board Member Norton nominated the following slate of officers for 2025:

- President – Barbara Morrow
- Vice President – David Brown
- Treasurer – William Schaab
- Secretary – Connie Fullerton

Board Member Norton 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 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; Schaab-aye.

Note: Treasurer Schaab left the Board meeting for another commitment.

Reviewed the annual EPL 2025 Fee Schedule.

- Note change of subscription card cost to \$118.82 from \$111.74 defined by a formula from the Indiana General Assembly.

Board Member Kempf moved to approve the EPL 2025 Fee Schedule as presented.
Secretary Fullerton provided the second.

The motion to approve the 2025 Fee Schedule as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; **Schaab-X.**

PUBLIC COMMENTS

Angie Turner reported that Eckhart Library Foundation (ELF) has contracted with Melanie Norton to establish a funding campaign. She will help launch the giving program to the public.

Vice President Brown will be taking a place on ELF Board as a representative from EPL Board of Trustees.

ANNOUNCEMENTS

Luke Martin presented updates from the EPL Friends.

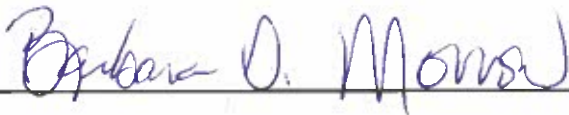
The next meeting of the Board of Trustees will be held on February 12, 2025 at 6:00pm at the Willennar Genealogy Center, 700 S. Jackson Street, Auburn, IN.

ADJOURNMENT

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

The motion to adjourn carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Kempf-aye; Norton-aye; **Schaab-X.**

Approved by the EPL Board of Trustees



Barbara O. Morrow, President

ATTEST:



Connie Fullerton, Secretary

