

The Board of Trustees of the Eckhart Public Library met on March 12, 2025 at 6pm. 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 pm.

BOARD OF TRUSTEES

Members of the Board of Trustees present by roll call were: David Brown, Connie Fullerton, Barbara Morrow, Nora Schwartz, William Schaab. Absent: Pete Kempf, Amy Norton

Also present: Executive Director Valerie Simmons and Business Operations & Finance Assistant Manager Luke Martin.

RECOGNITION OF VISITORS

Sherri Sible

SECRETARY'S REPORT

Treasurer Schaab moved to approve the minutes from both the January 15, 2025 Board of Finance and the regular monthly meeting . Vice President Brown provided the second.

The motion to approve both of the January 15, 2025 minutes as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Schaab-aye; Schwartz-aye.

There are no minutes to approve for February as the Board of Trustees meeting scheduled for February 12, 2025 was cancelled due to inclement weather.

FINANCIAL REPORT

Board Member Schwartz moved to approve the financial reports of January and February as presented. Treasurer Schaab provided the second.

The motion to approve the financial report as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Schaab-aye; Schwartz-aye.

CLAIMS AUTHORIZATION

Presented claims from January 16, 2025 through March 12, 2025 for the payment of payroll, EPL Operating, EPL Gift & Memorial and WHW Gift & Memorial in the amount of \$281,826.00.

Board Member Schwartz moved to authorize payment of the vouchers as presented in the amount of \$281,826.00. Vice President Brown provided the second.

The motion to approve the vouchers as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Schaab-aye; Schwartz-aye.

DIRECTOR'S REPORT

EPL's Genealogy Specialist Jane Feyl was interviewed on the Indiana State Libraries' "Teatime with Librarians" YouTube show on February 11th. During the interview, Feyl promoted EPL's popular Facebook shows "Cemeteries of DeKalb" and "Memories of DeKalb", garnering between 500 and 1000+ views per episode. Additionally, Programming Specialist Andy Laverghetta discussed how other libraries can record similar programs. We greatly appreciate their efforts and expertise in bringing information like this to life.

On Monday, February 17, Members of the Eckhart Library Foundation Board delivered goodie bags to all staff members in appreciation of their hard work and dedication to the library as they participated in the development of our new strategic plan.

The 2024 Cash and Investments Combined Statement was published in the Garrett Clipper and The Star on February 18, 2025..

The Indiana State Library 2024 Annual Report has been completed and the signature page was uploaded on February 19, 2025.

In response to the Strategic Plan, we have made several positive changes. At the Main Library, the circular seating unit has been exchanged with a display unit to highlight new materials and provide more seating near the adult fiction collection. A chalkboard easel listing weekly programs and events, kept updated by Sarah Geiger, Public Services Specialist, is now in the main library entry. Some staff desk locations have also been reconfigured. Darcy Armstrong, Public Services Manager, now shares an office at the Main library with Luke Martin to increase her presence and visibility. Sherri Sible, Administrative Specialist, is now working out of the Business and Finance section of the Willennar Genealogy Center.

We are happy to announce that Mary Diehl, DeKalb County Historian, has secured the funds to pay for the digitization of EPL's St. Joe News microfilm holdings. The digitization and hosting will be completed by Internet Archive, and Alan Sweeny will coordinate the project. Alan will continue to work with Mary Diehl and communicate updates.

NILSC (Northeast Indiana Libraries Serving Communities) group of Directors are actively planning for a staff training day, tentatively scheduled for Friday, September 12, 2025.

Director Simmons is on the planning committee and will report updates as the event is finalized.

Work continued on the Personnel Policy Handbook update. Director Simmons is making final edits prior to having the handbook vetted by a lawyer. Once the legal edits have been made, the final draft will be shared with the Board for review.

The Leadership Team is in the final stages of updating the job descriptions. Two new job descriptions as well as an updated Organizational Chart are ready for formal Board review.

The proposed Organizational Chart, Development and Capital Projects Manager job description, and the Finance Specialist job description were reviewed and discussed.

Vice President Brown moved to approve the Organizational Chart as presented. Treasurer Schaab provided the second.

The motion to approve the Organizational Chart as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Schaab-aye; Schwartz-aye.

Board Member Schwartz moved to approve the Development and Capital Projects Manager job description as presented. Treasurer Schaab provided the second.

The motion to approve the Development and Capital Projects Manager job description as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Schaab-aye; Schwartz-aye.

Board Member Schwartz moved to approve the Finance Specialist job description as presented. Secretary Fullerton provided the second.

The motion to approve the Finance Specialist job description as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Schaab-aye; Schwartz-aye.

Personnel:

None to report

Gifts and Grants:

Donation from Gretel Smith to the Genealogy Center. Gretel retired from EPL in 2015.

Donation from Auburn Rotary Club for a coat rack for the Assembly Room.

Donation from Eloise Davidson in memory of her husband, Carroll F. Davidson.

Donation from Greg and Cathy Vick to EPL.

MARCH 12, 2025 MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL).

Donation from Eckhart Library Foundation (ELF) to the EPL Staff Association.
Donation from ELF for the 1st quarter grant for operations.

COMMUNICATIONS and CORRESPONDENCE

None received

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

EPL is hosting its second Local Author Fair on April 12, 2025. This year will include a keynote speaker: Angela Jackson-Brown whose speaker fee is covered by the Indiana Humanities and the Indiana Author Award.

Valerie and Luke will be speaking with Jeff Peters, a financial consultant, who may be able to navigate future financial concerns for our library.

PUBLIC COMMENTS

There were none.

ANNOUNCEMENTS

Friends Annual Meeting will be held at 6:30 PM on March 25, 2025.

The next meeting of the Board of Trustees will be held on April 9, 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, **Treasurer Schaab moved to adjourn the meeting.** Board Member Schwartz provided the second.

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

Approved by the EPL Board of Trustees

Barbara O. Morrow

Barbara O. Morrow, President

ATTEST: Connie Fullerton

Connie Fullerton, Secretary