

APRIL 9, 2025 MINUTES OF THE BOARD OF TRUSTEES OF ECKHART PUBLIC LIBRARY (EPL).

The Board of Trustees of the Eckhart Public Library met on April 9, 2025 at 6 pm. 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, Pete Kempf, Barbara Morrow, Amy Norton, Nora Schwartz, William Schaab. Absent: None.

Also present: Executive Director Valerie Simmons, Business Operations & Finance Manager Martha Rubrake, and Development and Capital Projects Manager Luke Martin.

RECOGNITION OF VISITORS

Sherri Sible, Angela Mapes-Turner

SECRETARY'S REPORT

Board Member Schwartz moved to approve the minutes from the March 12, 2025 monthly meeting. Board Member Norton provided the second.

The motion to approve the March 12, 2025 minutes as presented carried 5 to 0 by roll call vote of the Board: Brown- aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye. (Kempf was absent at the March meeting.)

FINANCIAL REPORT

Board Member Schwartz 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 March 13, 2025 through April 9, 2025 for the payment of payroll, EPL Operating, and EPL Gift & Memorial in the amount of \$186,888.53.

Treasurer Schaab moved to authorize payment of the vouchers as presented in the amount of \$186,888.53. Board Member Norton 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

Angela Mapes Turner presented on behalf of the Eckhart Library Foundation (ELF) Board and invited the Board of Trustees to attend the Fountain program and the 115th Anniversary of the laying of the Cornerstone Commemoration being held on Saturday, May 17 from 2:00 - 3:00 pm. April 28th is the next ELF meeting. *Angie's report came early in the meeting because she had to leave before Public Comments.*

Director Simmons reported on the recent updates to SB 1: Property Tax Reform and HB 1001: State Budget with discussion regarding impacts to EPL. Information from the IN Library Federation was provided. Additional information will be shared as it becomes available.

Board Member Kempf moved to approve submitting a letter from the Executive Director and Board Trustees informing the public of the effects of recent legislation. Treasurer Schaab provided the second.

The motion to approve the information letter to the public 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.

The work to update the job descriptions is complete. The updated job descriptions have been presented to the Board for final review.

Board Member Schwartz moved to approve the updated job descriptions as presented. Treasurer Schaab provided the second.

The motion to approve the updated 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.

In coordination with the updated job descriptions, minor changes were needed on the Eckhart Public Library organizational chart. The updated chart was presented to the Board for review.

Board Member Kempf moved to approve the updated organizational chart as presented. Vice President Brown provided the second.

The motion to approve the updated organizational chart 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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In light of the newly created positions and position title modifications, an updated 2025 Job Classification and Pay Structure document was presented to the Board for review.

Board Member Schwartz moved to approve the updated 2025 Job Classification and Pay Structure as presented. Board Member Kempf provided the second.

The motion to approve the updated 2025 Job Classification and Pay Structure 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:

Effective March 12, 2025, Luke Martin has been promoted to the position of Development and Capital Projects Manager.

Interviews have been conducted for the Financial Specialist position, however, we do not have an accepted offer at this time.

Gifts and Grants:

Luke Martin presented updates on grants:

- Darcy Armstrong, Public Services Manager, and Bre Weeks, Technical Services Specialist, have both completed the training to be Red Cross certified trainers. This is an important step in our Health First Indiana grant.

COMMUNICATIONS and CORRESPONDENCE

- Thank you note from patron Margarita R. for Luke and Bre's assistance.
- Thank you card from a young patron who writes about their appreciation for the library.
- Thank you note from a young patron for the recent programs and activities offered at the library.
- Two positive comments were shared from the library's Facebook page.

UNFINISHED BUSINESS

Director Simmons, Business & Finance Manager Martha, and Development & Capital Projects Manager Luke have an appointment to speak with Jeff Peters, a financial consultant, on Thursday, April 17. Mr. Peters will work with the Library on an economic impact report that will be presented to the Board.

Director Simmons continues to work on the Personnel Handbook updates. Once the updates have been reviewed by a lawyer, the final draft will be presented to the Board for review.

NEW BUSINESS

Director Simmons joined the Auburn Rotary Club in March.

Director Simmons, along with the other three DeKalb County Library Directors, attended the April 5 Legislative Town Hall meeting. After the town hall, the Directors were able to speak individually with Senators Glick and Johnson and Representative Smaltz.

PUBLIC COMMENTS

Angela Mapes Turner presented earlier in the meeting.

ANNOUNCEMENTS

Luke reported that the Friends Annual Meeting was held at 6:30 PM on Monday, April 7, 2025. Steve Graber was elected President and Pat Kobiela has joined as member-at-large. The Strawberries Around the Fountain program will be June 19 from 4:00 - 7pm. We have permission to have a booth offering shortcakes uptown at the Cruise-In.

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.

The next meeting of the Board of Trustees will be held on May 14, 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 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~~

David Brown, vice President

ATTEST: _____



Connie Fullerton, Secretary

Auburn-Eckhart Public Library Board of Trustees meeting 4.9.2025.