

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

The Board of Trustees of the Eckhart Public Library met on November 12, 2025 at 6:00pm 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 6:00pm.

BOARD OF TRUSTEES

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

Also present: Executive Director Valerie Simmons, Business & Finance Manager Martha Rubrake, Technical Services & Finance Specialist Rebecca Mann and Administrative Specialist Sherri Sible.

RECOGNITION OF VISITORS

There were none.

SECRETARY'S REPORT

Board Member Norton moved to approve the minutes from the October 8, 2025 meeting. Treasurer Schaab provided the second.

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

FINANCIAL REPORTS

Board Member Schwartz moved to approve the financial reports as presented. Board Member Norton provided the second.

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

VOUCHERS AUTHORIZATION

Presented vouchers from October 9, 2025 through November 12, 2025 in the amount of \$325,791.85.

Treasurer Schaab moved to authorize the vouchers as presented. Board Member Schwartz 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; Norton-aye; Schaab-aye; Schwartz-aye.

DIRECTOR'S REPORT

The BigBelly trash and recycling containers obtained through an IDEM grant, were delivered October 20 and placed in service October 27, 2025. Signage will be created for the inserts on the bins at the Main Library and will include campus maps along with alternating signage to promote the Friends and events happening at the library.

Transition from Baker & Taylor to Ingram: Effective October 20, 2025, Ingram is the company through which we are ordering and receiving materials for EPL. Thanks to Technical Services Manager Lisa Rigsby and Technical Services Supervisor Emma Richey for their quick action which prevented EPL from being put on a wait list.

Fullerton's reappointment paperwork has been filed with the Clerk of Courts. Simmons expects to hear from the DeKalb County Council regarding David Brown's reappointment after their December meeting.

On Monday, October 27, the Library hosted a job shadow student interested in Library Sciences through the J. Kruse Education Center Career Quest program.

The library's on-site food pantry will be one of the designated drop-off locations as part of the DeKalb County Hunger Rapid Relief efforts coordinated by Fortify Life, United Way, and the Community Foundation. Our food pantry location will be shared with the public, and donations will be encouraged to be made directly into the pantry. Any overflow will be collected by staff.

All EPL staff members are engaging in the performance review process for 2025, including goal setting for 2026.

Personnel:

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10 hours of PTO were donated to a staff member per the Transfer of PTO policy.

Gifts and Grants:

Unrestricted donation from Gary and Sherri Sible to Eckhart Public Library.

Received from Eckhart Library Foundation an extra donation of \$15,000 to match the 115th year EPL has served this community.

COMMUNICATIONS and CORRESPONDENCE

Thank you note received from First United Methodist Church for the library's participation in their Falloween event.

UNFINISHED BUSINESS

The fountain is in the process of being shut down and winterized for the season. We are still pursuing information about the automatic valve that is connected to the wind sensors, with calls out to Smock Fansler and Votaw. Maintenance Coordinator Dane Baker is actively investigating pool or plumbing companies that we can make use of for service calls in the future.

The Library opened a new account with Lake City Bank to remain in compliance with IC 5-13-8-9 (f). (Resolution 2025-02)

The Library opened a checking account with Hicksville Bank to meet their current requirements for the line-of-credit already established with the bank. (Resolution 2025-03)

The library received renewals from The Cincinnati Insurance Companies Commercial Insurance package and Worker's Compensation insurance package dated October 9, 2025. Updates were shared in a letter to the Board from Brown & Brown. Business and Finance Manager Rubrake outlined the changes in policy since the last term.

NEW BUSINESS

- Director Simmons presented a 2026 Holidays & Closed Days proposed schedule for the Board's consideration.

Board member Norton moved to approve the 2026 Holidays & Closed Days . Vice President Brown provided the second.

The motion to approve the 2026 Holidays & Closed Days carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye

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- The Board was given a proposed 2026 EPL Board of Trustees Meeting dates.

Board member Schwartz moved to approve the 2026 Eckhart Public Library Board of Trustees Meeting dates as amended. Board Member Norton provided the second.

The motion to approve the 2026 Eckhart Public Library Board of Trustees Meeting dates carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye.

- Director Simmons presented a Volunteer Policy Handbook for the Board's consideration.

Treasurer Schaab moved to approve the Volunteer Policy Handbook as presented . Board Member Schwartz provided the second.

The motion to approve the Volunteer Policy Handbook carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye.

- Director Simmons presented an updated Criminal History Background Check Policy for Volunteers for the Board's consideration.

Board member Norton moved to approve the Criminal History Background Check Policy for Volunteers as amended . Vice President Brown provided the second.

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The motion to approve the Criminal History Background Check Policy for Volunteers carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye.

- Director Simmons presented a Willennar Genealogy Center Storage Agreement for the Board's consideration.

Board member Schwartz moved to approve the Willennar Genealogy Center Storage Agreement as presented . Treasurer Schaab provided the second.

The motion to approve the Willennar Genealogy Center Storage Agreement carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye.

- Director Simmons presented an updated Emergency Closing Policy for the Board's consideration.

Board member Norton moved to approve the Emergency Closing Policy as presented . Board Member Schwartz provided the second.

The motion to approve the Emergency Closing Policy carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye.

PUBLIC COMMENTS

There were none.

ANNOUNCEMENTS

Giving Tuesday program through Community Foundation DeKalb County began October 6 and runs through November 21, 2025. Eckhart Public Library hopes to receive donations.

The Library is one of the drop-off locations for DeKalb County Toys for Tots. Donations will be accepted through December 6, 2025.

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The Library will be participating in Auburn's Christmas Parade on Tuesday, November 25.

The next meeting of the Board of Trustees will be held on December 10, 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 Schwartz moved to adjourn the meeting.** Board Member Norton provided the second.

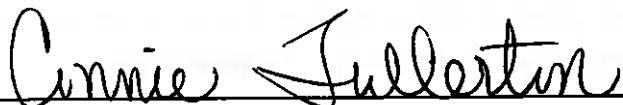
The motion to adjourn carried 5 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye; Schwartz-aye.

Approved by the EPL Board of Trustees



Barbara O. Morrow, President

ATTEST:



Connie Fullerton, Secretary