

The Board of Trustees of the Eckhart Public Library met on December 10, 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. Absent: Pete Kempf and Nora Schwartz.

Also present: Executive Director Valerie Simmons, Business & Finance Manager Martha Rubrake, Technical Services & Finance Specialist Rebecca Mann and Public Services Supervisor Alyson Roemer.

### **RECOGNITION OF VISITORS**

There were none.

### **SECRETARY'S REPORT**

**Board Member Norton moved to approve the minutes from the November 12, 2025 meeting.** Vice President Brown provided the second.

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

### **FINANCIAL REPORTS**

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

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

### **VOUCHERS AUTHORIZATION**

Presented vouchers from November 12, 2025 through December 10, 2025 in the amount of \$217,126.13.

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

**DIRECTOR'S REPORT**

Director Simmons introduced Alyson Roemer, Public Services Supervisor, who reported to the Board about her and other employees' experiences at the Indiana Library Federation Conference in November.

Simmons expects to receive paperwork from the DeKalb County Council regarding David Brown's reappointment shortly. His reappointment was approved at their December 10, 2025 meeting.

The Library is thrilled to once again be working with The North Pole this holiday season, collecting and forwarding letters to Santa. Letters can be dropped off until December 17th.

Simmons attended the Eckhart Library Foundation retreat on November 14, 2025.

Director Simmons and Business & Finance Manager Rubrake attended webinars on the State Library's Annual Report and the State Board of Accounts Bookkeeping Workshop.

**Personnel:**

Karen Muckenfuss will retire from her position as part-time Public Services Specialist effective January 2, 2026. We are grateful for all she has done for the library and recognize the impact she's made on so many people over the last (nearly) 7 years. A retirement party will take place December 16 from 4-6 PM at the Willennar Genealogy Center.

**Gifts and Grants:**

Received from Eckhart Library Foundation the 4th Quarter grant pledge of \$25,000.

Giving Tuesday program through Community Foundation DeKalb County ended November 21, 2025. Eckhart Public Library received \$575 in donations from Dr. Doug & Barbara O Morrow, Charles & Tanya Young, and Timothy & Amanda Haynes.

**COMMUNICATIONS and CORRESPONDENCE**

Thank you from Lake City Bank for opening an account.

**UNFINISHED BUSINESS**

Board of Trustees 2026 meeting dates have been sent to The Star newspaper and have been posted on the library website and in the calendar of events.

**NEW BUSINESS**

A Corrected 2026 Holiday and Closed Days schedule was presented.

**Board Member Norton moved to approve the 2026 Holiday and Closed Days schedule as presented.** Treasurer Schaab provided the second.

The motion to approve the 2026 Holiday and Closed Days schedule as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye.

2026 Job Classification and Pay Structure presented.

**Board Member Norton moved to approve the 2026 Job Classification and Pay Structure as presented.** Vice President Brown provided the second.

The motion to approve the 2026 Job Classification and Pay Structure as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye.

Presentation of the 2026 Wage and Salary Schedule, indicating a 3% increase for staff.

**Treasurer Schaab moved to approve the 2026 Eckhart Public Library Wage and Salary Schedule as presented.** Secretary Fullerton provided the second.

The motion to approve the 2026 Eckhart Public Library Wage and Salary Schedule as presented carried 4 to 0 by roll call vote of the Board: Brown-aye; Fullerton-aye; Norton-aye; Schaab-aye.

1782 Notice for budget year 2026 has been received and reviewed. No changes are being requested.

EPL Director's performance review will be scheduled for January 2026.

**PUBLIC COMMENTS**

There were none.

**ANNOUNCEMENTS**

The next meeting of the Board of Trustees will be held on January 14, 2026 at 6:00pm for the Board of Finance and January 14, 2026 at 6:15pm for the regular meeting 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.** Secretary Fullerton provided the second.

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

Approved by the EPL Board of Trustees

Barbara O. Morrow

Barbara O. Morrow, President

ATTEST: Connie Fullerton

Connie Fullerton, Secretary