**Elkhart Public Library**

**Board of Trustees Meeting**

Wednesday, February 26, 2025

At 6:03 PM, Board President Phil Shelton called the meeting to order.

**Present:** Phil Shelton, Jeanine Kolb, Sarah McCutcheon, Rachel Leone

**Absent:** Mark Moughan, Jessica McClellan, Elise Gleason

**Public Comment**

 There was no public comment

**Minutes Review**

The minutes were reviewed. Motion made by Sarah McCutcheon and seconded by Jeanine Kolb to

accept the minutes. All ayes.

**Treasurer’s Report**

1. Overview of Income and Expenses - One more TIF payment is expected on 1/1/26. Phil Shelton reported that we are on track for expenses as compared to other years. Future projects to plan for include tuck-pointing the library, which will likely be needed in the next 10 years. The book budget will be addressed at a future meeting. Motion to accept the treasurer’s report made by Sarah McCutcheon and seconded by Jeanine Kolb. All ayes.

**Librarian’s Report**

Sarah Wilson reported that focus has been on preparing for the Summer Reading Program. The theme

is being developed.

The two new computers have been set up and are running well, with only a few tweaks needed.

Replacement of the main circulation desk computer is being sought through the per capita grant.

The Scavenger Hunt activity has not drawn much participation yet.

Increased posting on the library’s Facebook page was discussed.

Motion to accept the Librarian’s Report was made by Rachel Leone and seconded by Sarah

McCutcheon. All ayes.

**Old/Unfinished Business**

1. Policy Review/Manual Update – The board was provided the Mission Statement for review and discussion at the next meeting.

**New Business**

1. Bev Albert Memorial Donations – The library has received $325 in donations. Motion that the

memorial funds be used for the purchase of books and the Summer Reading Program was made by Phil

Shelton and seconded by Jeanine Kolb.

**Executive Session**

Motion to enter executive session was made by Jeanine Kolb and seconded by Sarah McCutcheon.

1. Employee evaluations were discussed.

Motion to conclude executive session was made by Sarah McCutcheon and seconded by Jeanine Kolb.

**Adjournment**

Motion to adjourn was made by Sarah McCutcheon and seconded by Jeanine Kolb. All ayes. The

meeting was adjourned at 7:02 PM.

**Next meeting**

Wednesday, March 26, 2025, at 6:00 PM at the Elkhart Public Library.