Elkhart Public Library

Board of Trustees Meeting Minutes

Wednesday, June 25, 2025

**Call to Order:** At 6:05 PM, Board President, Phil Shelton, called the meeting to order.

**Roll Call:** Present: Phil Shelton, Jeanine Kolb, Sarah McCutcheon, Mark Moughan, Elise Gleason, Rachel Leone. Absent: Jessica McClellan

**Public Comment:** None

**Minutes Review:** The minutes were reviewed. Motion made by Mark Moughan and seconded by Sarah McCutcheon to accept the minutes. All ayes.

**Treasurer’s Report**

1. Overview of Income and Expenses: The CDs are due in September with 4.35% interest. The January 2026 levy is expected to be more than the last TIF payment.
2. Presentation of Bills: The board reviewed the current bills and financial documents.
3. Approval of Bills: Motion to accept/pay bills made by Sarah McCutcheon and seconded by Elise Gleason. All ayes.

**Librarian’s Report:** The librarian’s report was reviewed by board members. Sarah Wilson reported receiving generous donations for the Summer Reading Program. The program had 22 participants on 6/18 and 17 participants on 6/25, which included the Wild Critters presentation. Registration for the Butterfly Release event will start in July, and information will be posted in the Echo. Motion to accept the Librarian’s Report was made by Jeanine Kolb and seconded by Sarah McCutcheon. All ayes.

**Old/Unfinished Business**

Policy Review/Manual Update – The board approved the Overtime Compensation policy and was provided the Illinois Freedom of Information Act policy for review and discussion at the July meeting.

**New Business**

1. New Carpet: Mark Moughan and Sarah McCutcheon volunteered to explore carpeting options. The board agreed that a darker commercial-grade carpet that would be easy to clean is preferred and that carpet squares are not preferred. If wood floors in good condition are found underneath the current carpet, the option of wood flooring will be discussed. Sarah Wilson would like to have a plastic chair mat behind the counter.
2. Annual Non-Resident Card Program: No changes are being made.
3. Upcoming Library Dates/Deadlines: IPLAR is due 8/31/25.

**Executive Session:** None

**Adjournment:** Motion to adjourn was made by Sarah McCutcheon and seconded by Elise Gleason. All ayes. The meeting was adjourned at 6:27 PM.

**Next meeting:** Wednesday, July 23, 2025, at 6:00 PM at the Elkhart Public Library.