

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, August 28, 2023**

CALL TO ORDER

The Library Board meeting was called to order at 4:17 p.m. by Dr. Marvin Curtis, at the St. Joseph County Public Library Community Learning Center Ballroom.

PRESENT

Marvin Curtis - President
Ruth Warren - Vice President
Alan Feldbaum – Secretary
Nicole Garcia - Member
Christine Porchert Ringle - Member
Ann Rosen - Member
Terry Rensberger - Member

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Jennifer Henecke - Chief Engagement Officer
Karen Mann - Chief Resource Officer
Rona Plummer - Chief Public Service Officer
Lisa O'Brien - Director of Special Projects
Kara Yeomans - Director of Human Resources
Dawn Matthews - Director of Branch Services
James Masters - Legal Counsel

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on July 24th, 2023
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

Ms. Porchert Ringle moved to approve the Consent Agenda. Mr. Rensberger seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

DIRECTOR'S REPORT

Ms. Stephanie Murphy gave the Director's Report. Ms. Murphy began by giving an update on the facilities plan with MKM. There will be a community survey, followed by community input meetings starting in September. She moved on to speak briefly on the personnel report. She said that there were a large number of resignations due to the end of summer internships and college students returning to school. Ms. Murphy mentioned that Ms. Lisa O'Brien has moved to

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a new role as the Director of Special Projects. She then moved on to the ribbon cutting ceremony for the Tutt Branch and their solar panels. Inside the branch, there is a display to explain the solar panels usage. Ms. Murphy spoke about the SBReady program that is about to begin. This program will help get kindergarteners their own library cards. The library hosted Art4 and the South Bend Civic Theatre for performances to help provide community access to the arts. Ms. Murphy also spoke briefly on the main library's gallery space on the second floor, where multiple exhibits have been hosted over the past several months including Kamika Perry, Blurred Lives, and the current exhibit, featuring photography from middle and high school students.

Dr. Garcia moved to approve the Director's Report. Mr. Feldbaum seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke gave the patron engagement report. Ms. Henecke said that 58,000 people visited all Library locations, showing a 22% increase from last year. 123,000 items were in circulation throughout the month. 127 programs occurred with 2,441 people in attendance throughout the branches. Ms. Hencke also said that wifi use continues to increase.

Dr. Garcia moved to approve the Patron Engagement Report. Ms. Pochert Ringle seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

FINANCIAL REPORT

Ms. Onjanette Dancler gave an update on the two audits stating that there has not been an exit meeting yet, but should be done soon. She moved on to say that there is \$7,542,049 in the operating account. Ms. Dancler spoke on the TrustIN account, which has a yield of about 5.13%; interest/reinvestment in this account was nearly \$169,000.00. Currently, the Library's Rainy-Day Fund has a balance of over \$88,000.00; LIRF has over \$56,000.00 in its fund; and the Gift Fund has about \$8,500.00. The three accounts total around \$322,000.00 in the accounts.

Mr. Rensberger moved to approve the Financial Report. Dr. Garcia seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS

a. 2024 Budget Hearing

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Ms. Onjanette Dancler gave a presentation on the 2024 Budget. The board will vote to approve the proposed budget at the September 2023 Board Meeting.

b. Resolution to Transfer Funds Between Lines

Ms. Onjanette Dancler presented the board with a Resolution to Transfer Funds Between Lines.

**Resolution to Transfer Funds
Within the Library Operating Fund Major Category**

WHEREAS, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred from one line to another,

We the library board of St. Joseph County Public Library do resolve that the following transfers be made within the Library Operating Fund:

Transfer from Supplies

221 Repair and Maintenance Supplies: Cleaning/Sanitation \$ 25,000.

Transfer to Supplies

213 Office Supplies: Other Office Supplies \$ 25,000

Transfer from Supplies

221 Repair and Maintenance Supplies: Cleaning/Sanitation \$ 15,000.

362 Repairs and Maintenance: Equipment repairs \$28,000

396 Other Services and Charges: Binding/Preservation \$ 3,700

Transfer to Supplies

223 Operating Supplies: Other Operating Supplies \$ 46,700

Transfer from Services and Charges

316 Repairs and Maintenance: Equipment Services \$ 100,000

313 Professional Services: Legal Services \$ 10,000

331 Printing and Advertising: Advertising \$ 20,000

318 Other Services and Charges: Security Services \$ 10,000

332 Printing and Advertising: Printing, other than Supplies \$ 15,000

361 Repairs and Maintenance: Bldgs & Structural Repair \$ 100,000

Transfer to Services and Charges

317 Other Services and Charges: Miscellaneous Services \$ 255,000.

Transfer from Services and Charges

362 Repairs and Maintenance: Equipment repairs \$ 12,000

Transfer to Services and Charges

323 Communication and Transportation: Travel Expenses/Mileage \$ 12,000.

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Transfer from Services and Charges

362 Repairs and Maintenance: Equipment repairs \$ 7,000

Transfer to Services and Charges

324 Communication and Transportation: Professional Mtgs. \$ 7,000.

Transfer from Services and Charges

362 Repairs and Maintenance: Equipment repairs \$ 3,000

Transfer to Services and Charges

327 Other Services and Charges: Credit Card Fees \$ 3,000.

Transfer from Services and Charges

396 Other Services and Charges: Binding/Preservation \$ 1,300

Transfer to Services and Charges

393 Other Services and Charges: Taxes & Assessments \$ 1,300.

ADOPTED THIS 28th DAY OF August, 2023

Ms. Pochert Ringle moved that the Board resolve to transfer Funds between lines. Dr. Garcia seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

c. Collection Policy Updates

Ms. Stephanie Murphy shared the proposed updates to the Library's Collection Policy, after the Board asked Ms. Murphy and the Library staff to review the collection policy and clarify the process of request to appeal at July's Library Board meeting.

Mr. Rensberger moved to approve the Collection Policy Updates. Dr. Warren seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

OTHER BUSINESS

There was no other business to come before the Board.

NEWS AND EDUCATION ITEMS – Library Collections: Selection and Reconsideration

Ms. Dawn Matthews gave a presentation on the selection and reconsideration of the library collections as well as the role of the public library.

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HEARING OF VISITORS

There were 23 people who addressed the board.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday September 18, 2023, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.
- Library Board Meeting, Monday, October 23, 2023, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.
- Library Board Meeting, Monday, November 22, 2023, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Beutter-Kernan Hall, 305 S. Michigan Street, South Bend IN 46601.

ADJOURNMENT

The St. Joseph County Public Library Board meeting adjourned at 6:01 p.m.

Marvin Curtis, President

Ruth Warren, Vice President

Alan Feldbaum, Secretary

Nicole Garcia, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ann Rosen, Member