

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
LIBRARY BOARD MEETING MINUTES  
MONDAY, MARCH 27, 2023**

**CALL TO ORDER**

The meeting was called to order at 4:16 p.m. by Dr. Marvin Curtis, Library Board President.

**PRESENT**

Marvin Curtis - President  
Ruth Warren - Vice President  
Nicole Garcia - Member  
Christine Pochert Ringle - Member  
Ann Rosen - Member

**PRESENT VIA ZOOM - NOT AS A VOTING MEMBER**

Terry Rensberger - Member

**ABSENT**

Alan Feldbaum - Secretary

**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 Development  
Kara Yeomans - Director of Human Resources  
Charles Burnside - Public Safety Manager  
James Masters - Legal Counsel

**CONSENT AGENDA**

- a. Approval of the Library Board minutes of the meeting held on February 27, 2023
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

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

**DIRECTOR'S REPORT**

Ms. Murphy recently met with South Bend Community School Corporation's Superintendent, Todd Cummings, to discuss potential ways that the Library can partner with SBCSC.

As part of the strategic plan to develop plans for the Library branches that reflect each branch's community, the Library's Administration team has met with some financial and library

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consultants to start making plans for future projects at the branches.

Awards for WSBT's Annual "I Love to Read" were recently given out at the Library's auditorium by the Library's Youth Services Manager, Jillian Williams.

During tax season, the Library helps schedule appointments for VITA, St. Mary's College, and the University of Notre Dame, who offer tax assistance for patrons.

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

**PATRON ENGAGEMENT REPORT**

Gate counts were up 47% in February compared to 2022, though the numbers are still not quite as high as the counts from 2019 before Main Library's renovation. Over the month of February, the Library saw increased WiFi and computer usage throughout the system, as well as an increase in patrons using the Library's digital streaming options from Kanopy and Hoopla.

Ms. Pochert Ringle moved and Dr. Warren seconded to approve the Patron Engagement as presented. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**FINANCIAL REPORT**

Ms. Rosen moved and Dr. Garcia seconded to approve the Financial Report as presented. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

**NEW BUSINESS**

**a. Trust INdiana**

The Library is asking the Board to create a new fund, with \$15 million to be invested with Trust INdiana.

Ms. Pochert Ringle moved and Dr. Garcia seconded creating a new fund for Trust INdiana investments. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**b. Surplus Property Donation to Friends**

The Library currently has terra cotta tiles from the former Avon Theatre building in storage. Because the items are no longer needed, the Library would like to donate those to the Friends of the Library in accordance with IC 36-12-3-5(c).

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Ms. Rosen moved and Ms. Warren seconded to approve the donation of Surplus Property to the Friends of the Library.. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**c. Self Insurance Fund**

The Library proposes putting money into a fund for self insurance, which would be separate from the Operating Fund. Premiums and claims would be paid from this fund rather than the Operating Fund.

Ms. Rosen moved and Dr. Garcia seconded that the Board resolve to establish a self-insurance reserve fund for the Library. Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

***Resolution to Establish Self-Insurance Reserve Fund***

***WHEREAS***, the St. Joseph County Public Library may provide programs of group insurance for its employees and retired employees.

***WHEREAS***, the St. Joseph County Public Library may provide programs of group insurance through either or both of the following methods:

1. *By purchasing policies of group insurance.*
2. *By establishing self-insurance programs.*
3. *By electing to participate in the local unit group of local units that offer the state employee health plan under IC 5-10-8-6.6.*

***NOW, THEREFORE, BE IT RESOLVED*** that the Board of Trustees of the St. Joseph County Public Library adopt the following plan for said a Self-Insurance Reserve Fund: *The plan for the Self-Insurance Reserve Fund shall be for the protection of the library, its staff, patrons, Trustees, and taxpayers by the development of an adequately funded reserve, given the needs of the library facilities and programs.*

*The Self-Insurance Fund is a proprietary fund. Funds are established to ensure accountability and expenditure for specific purposes. The St. Joseph County Public Library utilizes a Self-Insurance fund to account for self-insured health services.*

***BE IT FURTHER RESOLVED*** that \$1,000,000 be transferred from the operating fund to the Self-Insurance Reserve Fund. *Premiums and medical claims will be paid from the Self-Insurance Reserve Fund.*

***DULY ADOPTED*** by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 27th day of March, 2023, at which meeting a quorum was present.

**d. Loan Rules**

The Library recommends updating the loan rules for DVDs and video games, which are

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currently able to be checked out for three days. Demand for these items is no longer as high as it was when the three-day checkout was instated. The Library is asking the Board to change checkout time to a seven day borrowing period to allow patrons to have the items for a longer period of time.

Ms. Rosen moved and Ms. Pochert Ringle seconded to approve the proposed update to the loan checkout period for DVD and video game materials. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**e. Flashback Book Fair - Fundraiser**

The Friends of the Library Board is planning a Flashback Book Fair Fundraiser for May 12 at the Richard Pfeil Courtyard at Main Library. Scholastic will be on-site with children's books for sale, which can then be donated back to the Library for Summer Reading Club giveaways, and Chicory Cafe will have drinks available for purchase.

Ms. Pochert Ringle moved and Dr. Garcia seconded to approve the Flashback Book Fair Fundraiser. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**f. Contract with Fuerbringer**

Currently, the Library has contracts with three different landscaping companies to handle different tasks throughout the Library system. The proposed contract with Fuerbringer would move all those tasks to one company. The change will help branches receive more consistent attention as well as free up the Library's Groundskeeper to focus on helping with more custodial duties.

Dr. Warren moved and Ms. Rosen seconded to approve the Contract with Fuerbringer. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**g. Change Order**

Ms. Pochert Ringle moved and Dr. Garcia seconded to approve the Change Order, an increase of \$4943 with Midland Engineering. Dr. Curtis polled the Board for the vote: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**OTHER BUSINESS**

There was no other business to come before the Board.

**HEARING OF VISITORS**

There were no visitors present at the Board Meeting who wished to address the Board.

**NEWS AND EDUCATION ITEMS**

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There were no items to report.

**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday, April 24, 2023, 4:15 p.m. LaSalle Branch, 3232 Ardmore Trail, South Bend, IN 46628.
- Library Board Meeting, Monday, May 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.
- Library Board Meeting, Monday, June 26, 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, July 24, 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**

With no more business to come before the Board, Dr. Curtis asked for a motion to adjourn the meeting. Dr. Garcia moved and Ms. Pochert Ringle seconded to adjourn the Board meeting. Dr. Curtis polled the Board: Dr. Garcia - Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried. The St. Joseph County Public Library Board meeting adjourned at 5:03 p.m.

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**Marvin Curtis, President**

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**Ruth Warren, Vice President**

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**Alan Feldbaum, Secretary**

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**Nicole Garcia, Member**

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