

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, December 22, 2025**

**CALL TO ORDER**

The Library Board meeting was called to order at 4:15 p.m. by Nicole Garcia, Library Board Vice President.

**PRESENT**

Nicole Garcia - Vice President  
Alan Feldbaum – Secretary  
Marvin Curtis – Member  
Christine Pochert Ringle – Member  
Terry Rensberger – Member  
Rhonda Richards – Member

**ABSENT**

Ruth Warren – President

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancler - Chief Financial Officer  
Karen Mann – Chief Resource Officer  
Kara Yeomans – Chief People Officer  
Rona Plummer – Chief Public Services Officer  
Lisa O'Brien – Director of Special Projects  
Dawn Matthews – Director of Patron Experiences  
Mel Lutz – Community Services Senior Manager  
Mac Anderson – Adult Engagement Assistant Manager  
Mariana Rangel – Adult Outreach Specialist  
Myra Reid - Legal Counsel

**CONSENT AGENDA**

- a. Approval of the Regular Library Board and the Library Board of Finance minutes of the meeting held on November 24, 2025.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Bill List
- d. Gifts and Grants

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

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, December 22, 2025

**DIRECTOR'S REPORT**

Ms. Stephanie Murphy gave the director's report. Ms. Murphy began her report by sharing about the January partial closure for the Main branch. She reminded the board that this is for the elevator repairs that will require the Main branch to close temporarily during the repair process. Ms. Murphy shared that the closure will be from January 5<sup>th</sup> -7<sup>th</sup>, with a possibility of extension. She shared that there is a plan in place to have partial services available at the Community Learning Center as well as Studio 304. Ms. Murphy then moved on to share that part of the Strategic Plan is to evaluate patron experiences. She shared that part of the reevaluation process is to reexamine the different card types available to patrons. In result of this, there will be a simplified process that is both beneficial to patrons as well as staff. Ms. Murphy moved on to share briefly about the Charlie Cart, which will used for hands-on cooking classes, demonstrations, and food literacy programs. She then shared that the LaSalle and Western projects are moving along. Ms. Murphy closed her report by sharing her gratitude to Terry Rensberger for sixteen years of board service.

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

**PATRON ENGAGEMENT REPORT**

Ms. Rona Plummer gave the patron engagement report. Ms. Plummer began her report by sharing photos of recent programs including the Day of the Dead at La Casa, and ExploraStory. She moved on to share the top titles including the top children's titles both being the Diary of a Wimpy Kid Party Pooper and the Diary of a Wimpy Kid No Brainer. Ms. Plummer then shared the circulation is seeing a steady rise. Ms. Plummer closed her report by sharing about the Home Delivery program that is offered in support of patrons who are unable to visit the library due to illness or disability.

**FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. Ms. Dancler began her report by sharing about the BSA purchasing system update. She shared that the system changed the reports slightly, but that the information is correct and a clarified report. Ms. Dancler shared that the \$500,000 investment marked as outstanding is the CD investment, and is marked as so until it is cashed in. Ms. Dancler shared that the TrustIndiana rate was cut by the Fed, and is currently 3.885%. Ms. Dancler shared that money has been moved into the TrustIndiana account to help gain interest. Ms. Dancler closed her report by sharing that the three bond payments have been made.

Dr. Curtis moved to approve the Patron Engagement and Financial reports. Ms. Pochert Ringle seconded the motion. Dr. Garcia polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye; Dr. Garcia – Aye. The motion carried.

**UNFINISHED BUSINESS**

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, December 22, 2025

There was no unfinished business to come before the board.

**NEW BUSINESS**

**a. Strategic Plans Projects for 2026**

Ms. Murphy shared the strategic plan projects for 2026. Ms. Murphy shared that the focuses of these plans are for access, partnerships, people, and literacy. Ms. Murphy shared that for the access portion of the plan will be in two parts: create destination spaces and tell our story in new ways. This includes: evaluate open hours; branch renovations; library of things; promote the unexpected; business value calculator; financial sustainability plan. For partnerships: maintain and enhance existing partnerships by creating a sustainability action plan; and analyze current partnerships and create a partnership strategy. Ms. Murphy shared that for people it will be for both patron engagement and staff development. These include: civic, financial, and digital literacy; activate programs for new spaces; internal communications plan; expand leader learning; and ongoing training plan. Ms. Murphy closed her report with literacy. This includes literary spaces and programmatic initiatives. These will be done by community focused RA; develop adult experiences; implement NF browsability; launch mobile library services; roadmap for school success.

**b. Circulation Policy**

Ms. Rona Plummer presented on the circulation policy. Ms. Plummer shared that these updates are to section 5 of the policy and are to be implemented by March 2026. She shared that the updates are to clarify and simplify for both patrons and staff.

Ms. Pochert Ringle moved to approve the Circulation Policy. Dr. Curtis seconded the motion. Dr. Garcia polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye; Dr. Garcia – Aye. The motion carried.

**c. Resolution to Adopt Electronic Records as the Official Document of Record**

**Resolution to Adopt Electronic Records as the Official Document of Record for the St. Joseph County Public Library**

**WHEREAS**, the St. Joseph County PublicLibrary Board of Trustees (hereinafter referred to as "the Board") is committed to efficient, transparent, and modern governance practices; and

**WHEREAS**, the Indiana Archives and Records Administration (IARA) and the Oversight Committee on Public Records (OCPR) have established clear policies and guidelines for the management, retention, and disposition of electronic public records; and

**WHEREAS**, Indiana Code allows for the use of electronic records as official documents when proper procedures are followed; and

**WHEREAS**, OCPR Policies 20-01 and 20-02, and the IARA Electronic Records Guidelines, provide the necessary framework to ensure that electronic records are created, maintained, and made accessible in a trustworthy, accessible, and reliable manner; and

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, December 22, 2025

**WHEREAS**, the Board desires to formally designate electronic records as the official "Copy of Record" to streamline operations, reduce physical storage needs, and enhance public access;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the St. Joseph County Public Library, St. Joseph County, Indiana, meeting in regular session, as follows:

**Section 1. Adoption of State Guidelines**

The Board hereby adopts the current [Indiana Archives and Records Administration Electronic Records Guidelines](#) and fully commits to compliance with OCPD Policy 20-01 and OCPD Policy 20-02, as they may be amended from time to time. The Library Director or their designee is authorized and directed to implement procedures that align with these state guidelines.

**Section 2. Designation of Electronic Documents as the Official Copy of Record**

Effective immediately, all records created, received, or maintained in an electronic format, in compliance with the standards set forth by IARA, shall be considered the official **"Copy of Record"** for the St. Joseph County Public Library. This applies to both born-digital records (records created electronically) and digitized records (scanned copies of physical records).

**Section 3. Handling of Physical Duplicates**

Physical (paper) records that have been accurately and completely digitized and verified may be declared duplicates and destroyed, provided that such destruction is carried out according to the approved **Public Libraries Retention Schedule** and IARA guidelines, except where physical copies are required for records designated as "Critical" or "Permanent" (which have specific preservation requirements).

**Section 4. Retention and Accessibility**

All electronic records shall be retained for the full duration specified in the relevant, IARA-approved Records Retention and Disposition Schedules. The library administration shall ensure that all electronic records are maintained in a secure system with appropriate backup, are readable by current software, and remain accessible to the public in accordance with the Indiana Access to Public Records Act. Public-facing documents, such as meeting minutes and policies, shall be accessible on the library's official website.

**Section 5. Certification and Implementation**

The Library Director and Board Secretary are hereby authorized to take all necessary steps to implement this resolution and ensure staff training and compliance.

**DULY ADOPTED** by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 22nd day of December, 2025, at which meeting a quorum was present.

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, December 22, 2025

Mr. Rensberger moved to approve the Resolution to Adopt Electronic Records as the Official Document of Record. Dr. Curtis seconded the motion. Dr. Garcia polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye; Dr. Garcia – Aye. The motion carried.

**d. LaSalle Change Order**

Ms. Stephanie Murphy presented the LaSalle change order. Ms. Murphy shared that the total amount is for \$86,299, and is within the budget.

Mr. Rensberger moved to approve the LaSalle Change Order. Ms. Pochert Ringle seconded the motion. Dr. Garcia polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye; Dr. Garcia – Aye. The motion carried.

**e. Resolution Honoring Terry Rensberger**

**St. Joe County Public Library Board of Trustees  
Resolution in Honor of Terry Rensberger**

WHEREAS, Terry Rensberger has served with distinction on the Board of Trustees of St. Joseph County Public Library for sixteen years from January 2010 through December of 2025; and

WHEREAS, Terry Rensberger was elected by his colleagues on the Board of Trustees to President (2016); Vice President (2014-2015); and

WHEREAS, St. Joseph County Public Library has been fortunate to have Terry Rensberger as a dedicated board member who consistently demonstrated his belief in the value and importance of the library to the community; and

WHEREAS, Terry Rensberger will be greatly missed by his colleagues on the Board of Trustees and by the many library community members who benefited from his efforts on behalf of the library;

NOW THEREFORE, be it resolved that the Board of Trustees does hereby recognize with great admiration and appreciation, the contributions and record of service of Terry Rensberger to the library and the citizens of St. Joseph County.

Presented to the Board of Trustees of St. Joseph County Public Library, read in full, and adopted this 22nd day of December, 2025.

Mr. Feldbaum moved to approve the Resolution Honoring Terry Rensberger. Ms. Pochert Ringle seconded the motion. Mr. Rensberger abstained from voting. Dr. Garcia polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Ms. Richards – Aye; Dr. Garcia – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, December 22, 2025

**OTHER BUSINESS**

There was no other business to come before the board.

**STRATEGIC PLAN UPDATES**

Mel Lutz, Mac Anderson, and Mariana Rangel presented the strategic plan updates on the Charlie Cart.

**HEARING OF VISITORS**

There was one visitor who addressed the Board.

**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting. Monday January 26, 2026, 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**

There was no further business to come before the Board. Dr. Curtis moved and Ms. Richards seconded to adjourn the Library Board meeting. Dr. Garcia polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye; Dr. Garcia – Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 5:01 p.m.

\_\_\_\_\_  
**Ruth Warren, President**

\_\_\_\_\_  
**Nicole Garcia, Vice President**

\_\_\_\_\_  
**Alan Feldbaum, Secretary**

\_\_\_\_\_  
**Marvin Curtis, Member**

\_\_\_\_\_  
**Christine Pochert Ringle, Member**

\_\_\_\_\_  
**Terry Rensberger, Member**

\_\_\_\_\_  
**Rhonda Richards, Member**