

**ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, February 24, 2025**

CALL TO ORDER

The Library Board meeting was called to order at 4:16 p.m. by Ruth Warren, Library Board President.

PRESENT

Ruth Warren - President
Nicole Garcia - Vice President (via Zoom at 4:18 p.m.)
Alan Feldbaum - Secretary
Marvin Curtis – Member
Christine Pochert Ringle – Member
Terry Rensberger – Member
Rhonda Richards – Member

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancier - Chief Financial Officer
Daniel Lichty – Communications Manager
Karen Mann – Chief Resource Officer
Dawn Matthews – Director of Patron Experience
Lisa O'Brien - Director of Special Projects
Rona Plummer – Chief Public Service Officer
Kara Yeomans – Chief People Officer
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 January 27, 2025.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Gifts

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

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DIRECTOR'S REPORT

Ms. Stephanie Murphy gave the director's report. Ms. Murphy began her report by sharing about the Science Alive event. There were over 3,000 patrons in attendance for the 33rd year of the event. She moved on to share an update on Senate Bill 1 being passed by the senate and moved to the house. Ms. Murphy then shared about the continued delays from book vendors. Ms. Murphy closed her report by sharing that the SBReady kindergarten tours have been going throughout the month of February and will be getting 1,300 kindergarteners library cards. There was a brief discussion that followed.

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

PATRON ENGAGEMENT REPORT

Ms. Rona Plummer presented the patron engagement report. Ms. Plummer began her report by sharing that Jason Reynolds had come to the library for the first Culturally Speaking event; and that the top two teen titles were two of his books. She moved on to share that the door count was up 130% compared to 2024. Ms. Plummer shared that the Lakeville and Tutt locations have also seen an increase on the door count due to Centre being closed. She closed her report by sharing that the meeting room reservations at Main were up 72% from 2024.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler opened her report by sharing that the appropriation report is showing that the budget is running as expected. She moved on to share that the gas bill is at 10% of the budget due to weather and gas price increase of 22%. Ms. Dancler said she will be watching to adjust as needed. Ms. Dancler closed her report by sharing that the TrustIN interest level is at 4.32%. There was a brief discussion that followed.

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

UNFINISHED BUSINESS

a. 2025 Board Bylaws

Ms. Stephanie Murphy presented the updated 2025 Board Bylaws. The bylaws were shown in the January board meeting with the required 30 day wait for approval. There was a brief discussion that followed.

Ms. Pochert Ringle moved to approve the 2025 Board Bylaws. Dr. Curtis seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

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NEW BUSINESS

a. Change Order

Ms. Stephanie Murphy presented the change order. Ms. Murphy shared that the change order decrease of \$11,211.49, is for the Centre renovation windows.

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

b. St. Joe Coffee Co.

Ms. Stephanie Murphy presented the St. Joe Coffee Co memo. Ms. Murphy shared that the Coffee Co., after evaluation of revenue and expenditures, was recommended to close due to having an average annual loss of \$35,000. The closing date will be March 29th, 2025. Ms. Murphy shared that the space will be turned into a Welcome Center with printer availability.

Ms. Pochert Ringle moved to approve the St. Joe Coffee Co. memo. Dr. Curtis seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

c. Program Policy

Ms. Rona Plummer presented the program policy. Ms. Plummer shared that this is an annual review of the policy, and there are no recommended changes.

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

d. Service Charges

Ms. Rona Plummer presented the service charges. Ms. Plummer shared that there are two updates to the policy. The first update is for Studio304. Ms. Plummer stated that there is a new service for a laser cutter, with a charge of \$1 per hour with a one hour minimum. The second update is for the Public Library Access Card changing from \$65 to \$70 per the state requirement. There was a brief discussion that followed.

Mr. Feldbaum moved to approve the Service Charges. Dr. Curtis seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Dr. Garcia – Required to Abstain ; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

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e. Resolution of Change Funds and Petty Cash

Ms. Dancler presented the Resolution of Change Funds and Petty Cash. Ms. Dancler shared that after audits were completed, there was a need for the numbers to change from the previous set due to covid.

Dr. Curtis moved to approve the Resolution of Change Funds and Petty Cash. Ms. Pochert Ringle seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Dr. Garcia – Required to Abstain ; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

Resolution to Establish Cash Change and Petty Cash Funds

WHEREAS, the Board of Trustees of the St. Joseph County Public Library recognizes funds should be available for the purpose to make change when collecting cash revenues, as provided by IC 36-1-8-2; and

WHEREAS, the Board of Trustees of the St. Joseph County Public Library recognizes funds should be available for the purpose of paying small or emergency items of operating expense, as provided by IC 36-1-8-3; and

WHEREAS, an employee or officer of the Board has been named custodian of the fund; and

WHEREAS, such a fund is established by a warrant drawn on the appropriate fund in favor of the officer or employee, in an amount determined by the fiscal body, without need for appropriation to be made for it.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County Public Library does hereby establish a cash change funds and petty cash funds in the following amounts; and

Cash Drawers

Main: Business Office	170.00
Main: Studio 304	50.00
Main Customer Service: 1st Floor	100.00
Main Customer Service: 2nd Floor	50.00
Main Customer Service: 3rd Floor	100.00
Main: St. Joe Coffee Co	200.00
Francis Branch	130.00
German Township Branch	90.00
Lakeville Branch	70.00

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LaSalle Branch	110.00
North Liberty Branch	110.00
River Park Branch	110.00
Tutt Branch	110.00
Western Branch	110.00
TOTAL	1510.00

Photocopiers

Main: 1st Floor	27.60
Main: 3rd Floor	27.60
Francis Branch	27.60
German Township Branch	27.60
Lakeville Branch	27.60
LaSalle Branch	27.60
North Liberty Branch	27.60
River Park Branch	27.60
Tutt Branch	27.60
Western Branch	27.60
TOTAL	276.00

Fax Machines

Main: 1st Floor	27.60
Main: 3rd Floor	54.00
Francis Branch	54.00
German Township Branch	54.00
LaSalle Branch	24.00
North Liberty Branch	54.00
River Park Branch	54.00

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Tutt Branch	54.00
Western Branch	54.00
TOTAL	429.60

Petty cash amounts will be established in the following amounts at the corresponding locations:

Main: Business Office	50.00
Petty Cash Checking	400.00
Francis Branch	35.00
German Township Branch	25.00
Lakeville Branch	15.00
LaSalle Branch	25.00
North Liberty Branch	15.00
River Park Branch	25.00
Tutt Branch	25.00
Western Branch	25.00
TOTAL	640.00

BE IT FURTHER RESOLVED, that the cash change fund, will be operated in a manner consistent with IC 36-1-8-2 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries; and that all small cash purchases from and replenishments to this petty cash fund will follow the procedures outlined in IC 36-1-8-3 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries.

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 24th day of February, 2025, at which meeting a quorum was present.

OTHER BUSINESS

There was no other business to come before the Board.

HEARING OF VISITORS

There was one visitor who addressed the Board.

STRATEGIC PLAN UPDATES

Daniel Lichty presented on partnerships – sharing resources to support libraries.

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NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday March 24, 2025, 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 April 28, 2025, 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. Warren polled the Board for the vote: Dr. Curtis – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 5:05 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