

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, JANUARY 27, 2025**

**CALL TO ORDER**

The Library Board meeting was called to order at 4:25 p.m. by Marvin Curtis, Library Board President.

**PRESENT**

Marvin Curtis - President  
Ruth Warren - Member  
Nicole Garcia - Secretary  
Christine Pochert Ringle – Member  
Terry Rensberger – Member  
Rhonda Richards – Member

**ABSENT**

Alan Feldbaum – Member

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancler - Chief Financial Officer  
Karen Mann - Chief Resource Officer  
Dawn Matthews – Director of Patron Experiences  
Rona Plummer – Chief Public Service Officer  
Kara Yeomans – Director of Human Resources  
Lisa O'Brien - Director of Special Projects

**CONSENT AGENDA**

- a. Approval of the Library Board minutes of the meeting held on December 23, 2024
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library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. Garcia seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards– Aye; Mr. Rensberger – Aye; Dr. Curtis – 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 that there was the first in person owner and architecture meeting at Centre, as well as community input meetings for both Western and Lasalle. Ms. Murphy said that the general feedback was excitement from both meetings. She moved on to share that there has been an uptick in the amount of unsheltered patrons at the library. Ms. Murphy said that staff is working to balance needs of patrons with compassion will upholding the code of conduct, as well as working alongside the City of South Bend to help with those needs. She then spoke briefly on the tax reform, as well as Senate Bill 283 which affects libraries specifically. Ms. Murphy moved on to share that there have been vendor delays for audiobooks, and that the collection development team has been working hard to get patrons those materials as quickly as possible. Ms. Murphy closed her report by sharing that the Youth Services Senior Manager has shared that they have since a large increase in the Teen Room usage. There was a brief discussion that followed.

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

**PATRON ENGAGEMENT REPORT**

Ms. Rona Plummer presented the patron engagement report. Ms. Plummer began her report with the program snapshots featuring Kathy Burnette from Brain Lair being featured on the SJ CPL podcast. Ms. Plummer moved on to share the top checked out items for 2024 being The Women by Kristen Hannah, and The Runaway Book, which is a short anthology created by the first-grade students at South Bend schools. She then shared that the December door count was up 51% compared to 2023. Ms. Plummer moved on to share that the Tutt branch circulation is up 32% due to the Centre branch being closed for renovations. Ms. Plummer closed her report by sharing that there was a 25% increase in overall program attendance for all of 2024.

**FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. Ms. Dancler began her report by going over the end of the year fund report and appropriations. She shared that the library had kept within the budget set by the state. There was a brief discussion about upcoming expected audits.

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

**UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

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**NEW BUSINESS**

**a. Nominations and Election of Officers-Including Treasurer for 2025**

The Library Board By-Laws, Article V, Section 2, states that no person shall hold the same office for more than two consecutive years. The 2024 officers have served two years in their current positions and are not eligible for re-election in those same positions.

The following nominations were conducted and approved by all Board members present: Dr. Ruth Warren to serve as President; Dr. Nicole Garcia to serve as Vice President; and Mr. Alan Feldbaum to serve as Secretary of the Library Board for 2025. Dr. Curtis polled the Board for the vote: Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Mr. Rensberger – Aye; Dr. Curtis – Aye. The motion carried.

Ms. Pochert Ringle nominated Ms. Onjanette Dancler to serve as the Library's Treasurer. Dr. Warren seconded the nomination. Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

**b. Board President Appointments**

Dr. Warren, Library Board President, announced her appointments for 2025 to the three standing Library Board committees as follows:

Finance Committee:

Chair: Terry Rensberger  
Member: Rhonda Richards

Human Resource Committee:

Chair: Marvin Curtis  
Member: Nicole Garcia

Public Service Committee:

Chair: Alan Feldbaum  
Member: Christine Pochert Ringle

**c. Certification of Internal Controls**

Ms. Onjanette Dancler went over the state required Internal Controls for all board members. This training is a state requirement training concerning internal controls standards and procedures as required by IC 5-11-1-27(g)(2).

Dr. Curtis moved to approve the Certification of Internal Controls. Ms/ Pochert Ringle seconded the motion. Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

**d. Annual Resolution for Old Outstanding Checks**

Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Mr. Rensberger – Aye; Dr. Curtis – Aye. The motion carried.

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**Resolution for Cancellation of Old Outstanding Checks**

**WHEREAS**, Board of the St. Joseph County Public Library finds according to IC 5-11-10.5 that checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

**WHEREAS**, the treasurer shall prepare on or before March 1 a list in duplicate of all checks outstanding for two years or more as of December 31 preceding. The original copy of each list shall be filed with the board of finance. The duplicate copy shall be filed by the disbursing officer of the library.

**WHEREAS**, the treasurer shall enter the amounts so listed as receipt to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the St. Joseph County Public Library do hereby cancel the outstanding warrants listed here.

WARRANT NUMBER	DATE	VENDOR	FUND	<u>AMOUNT</u> T
8655	January 17, 2022	Badertscher, Carrie	Petty Cash	13.00
8658	February 25, 2022	Tomasek, Elizabeth	Petty Cash	15.00
8660	February 25, 2022	Martinez, John	Petty Cash	13.00
8663	February 25, 2022	Russell, Alissa	Petty Cash	23.00
8664	February 25, 2022	Woodbury, Savanna D	Petty Cash	10.00
8665	February 25, 2022	Simpson, Tyne M	Petty Cash	33.00
8666	February 25, 2022	Finch, Rachael	Petty Cash	4.00
8674	April 28, 2022	McClarren, Katie L.	Petty Cash	12.00
8677	April 28, 2022	Vail, Shannon R.	Petty Cash	34.99
8679	April 28, 2022	Troiola, Jennifer	Petty Cash	18.00
8684	May 19, 2022	Konkle, Briana	Petty Cash	6.00
8688	May 19, 2022	Pappas, Alexandra N.	Petty Cash	3.00
8700	June 13, 2022	Ruggaber, Amelia	Petty Cash	13.00
8705	July 13, 2022	Foree, Katrina K.	Petty Cash	15.00
8707	July 13, 2022	Mannell, Lesleigh	Petty Cash	90.00
8708	July 13, 2022	Browning, Jessica B.	Petty Cash	10.00

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WARRANT NUMBER	DATE	VENDOR	FUND	<u>AMOUNT</u> T
8655	January 17, 2022	Badertscher, Carrie	Petty Cash	13.00
8710	July 13, 2022	Slavinskas, Elizabeth A.	Petty Cash	10.00
8719	August 10, 2022	Fink, Maggie	Petty Cash	65.00
8726	September 15, 2022	Staley, Amanda	Petty Cash	12.00
8727	September 15, 2022	Papczynski, Glee	Petty Cash	20.00
8736	September 15.2022	Mansfield, Meridith	Petty Cash	11.00
8738	September 15.2022	Richardson, Jennifer	Petty Cash	9.00
8746	October 12, 2022	Mannen, Jessica L.	Petty Cash	9.00
8750	December 15, 2022	Birnbaum, Alan	Petty Cash	21.00
8758	December 15, 2022	Gomez, Guadalupe	Petty Cash	5.00
8761	December 15, 2022	Gannon, Ryon	Petty Cash	10.00
8765	December 15, 2022	Sims, Sharon	Petty Cash	13.00
8771	December 15.2022	Berlin, Sandra J.	Petty Cash	14.00
7174	January 24, 2022	Verge Gillam	Operating	120.00
7315	February 28, 2022	Allen County Public Library	Operating	20.00
7391	February 28, 2022	TC Security Company, Inc.	Operating	339.00
7479	March 9, 2022	Bob Goethals	Operating	50.00
7969	June 27, 2022	Allen County Public Library	Operating	20.00
8178	July 25, 2022	Rieth-Riley Construction Inc.	Operating	3,461.64
8450	September 19, 2022	Charlis Dalisha Cunningham	Operating	60.00
8592	October 24, 2022	MW Recyclers Inc	Operating	149.00
8721	November 28, 2022	Charlis Dalisha Cunningham	Operating	135.00
8727	November 28, 2022	Deetta Jones & Associates	Operating	4,116.00
8782	November 28, 2022	Valparaiso University	Operating	384.00

**DULY ADOPTED** by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 27th day of January, 2025, at which meeting a quorum was present.

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**e. Resolution to Transfer 2024: Operating Funds Between Lines Within Categories**

Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

**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 Personal Services

112 Salaries and Wages: Professional Wages \$ 123,000

Transfer to Personal Services

111 Salaries and Wages: Professional Salary \$ 123,000

Transfer from Personal Services

154.000 Employee Benefits: Group Insurance \$ 67,040.71

Transfer to Personal Services

154.100 Employee Benefits: Transfer to Self-Insurance Fund \$ 67,040.71

Transfer from Services and Charges

312 Professional Services: Engineering/Architectural Services \$ 20,000

Transfer to Services and Charges

313 Professional Services: Legal Services \$ 20,000

Transfer from Services and Charges

324 Communication and Transportation: Professional Meetings/Conference/Training

Expenses \$ 7,000

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Transfer to Services and Charges

323 Communication and Transportation: Travel Expenses \$ 7,000

Transfer from Services and Charges

331 Printing and Advertising: Advertising \$ 1,400

Transfer to Services and Charges

327 Other Services and Charges: Credit Card Fees \$ 1,400

Transfer from Services and Charges

320 Other Services and Charges: Administrative Software Services \$ 35,000

Transfer to Services and Charges

329 Other Services and Charges: Other Software Services \$ 35,000

Transfer from Services and Charges

361 Repairs and Maintenance: Building & Structure Repairs \$ 20,000

Transfer to Services and Charges

352 Utility Services: Electricity \$ 20,000

Transfer from Capital Outlays

430 Improvements Other Than Building: Improvements, other than bldg. \$ 7,000

Transfer to Capital Outlays

420 Building: Buildings \$ 7,000

Transfer from Capital Outlays

430 Improvements Other Than Building: Improvements, other than bldg. \$ 180,000

Transfer to Capital Outlays

440 Other Capital Outlays: Furniture and Equipment \$ 180,000

Transfer from Capital Outlays

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451 Books and Other Media: Books \$ 8,000

Transfer to Capital Outlays

452 Books and other Media:Periodicals \$ 8,000

Transfer from Capital Outlays

400.420 Buildings: Buildings \$ 115,000

Transfer to Services and Charges

400.312 Services and Charges:Professional Services \$ 115,000

ADOPTED THIS 27th DAY OF January , 2025

**f. Resolution to Transfer 2024: LIRF Funds Between Categories**

Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

**Resolution to Transfer Funds  
Within the Library LIRF Fund Category**

WHEREAS, it has been shown that certain existing appropriations in the Library Library Improvement ReserveFund 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 Improvement Reserve Fund (LIRF):

Transfer from Capital Outlays

400 FUND (LIRF).420 Buildings: Buildings \$ 115,000

Transfer to Services and Charges

400.FUND (LIRF) 312 Services and Charges:Professional Services \$ 115,000

ADOPTED THIS 27th DAY OF January , 2025

**g. Resolution to Transfer 2024: From Operating to Self Insurance Reserve Fund**

Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.



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**Resolution to Transfer Funds**

**From Operating to Self-Insurance Reserve Fund**

WHEREAS, funds have been budgeted in the Operating Fund for the Self-Insurance Reserve Fund ; and

WHEREAS, this transfer does not require the expenditure of more money than the total amount set out in the budget for that Fund,

NOW THEREFORE BE IT RESOLVED by the St. Joseph County Public Library Board that the following transfer from the operating fund be made to the Self-Insurance Reserve Fund:

FUND AMOUNT ACCT. TRANS. FROM

100 Operating -\$67,040.71 154.100 Transfer to Self-Insurance Fund

FUND AMOUNT ACCT. TRANS. TO

700 Self -Insurance Reserve Fund \$67,040.71 154.000 Group Insurance

ADOPTED THIS 27th DAY OF January , 2025

**h. Resolution to Encumber 2024: Operating Funds**

Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

**RESOLUTION TO ENCUMBER OPERATING FUND**

**WHEREAS, it has been determined that it is now necessary to encumber appropriations from the**

**Operating Fund for contracts and purchase orders for items that have yet to be delivered and services**

**which have yet to be met during 2024.**

**NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of St. Joseph County Public Library, St.**

**Joseph County, Indiana, that the following appropriations hereby be encumbered from the 2024 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –**

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<b>PO</b>	<b>Amount:</b>	<b>Vendor</b>
61442	\$14,756.92	Quadient Leasing USA, INC
61593	\$4,000.00	WSBT-TV
62778	\$130.00	Vandaco Signs
62801	\$47,832.49	MKM Architecture & Design, INC
63203	\$2,000.00	Lamar Companies
63233	\$6,350.40	Network Solutions, INC
63255	\$2,130.72	Vermillion Systems, INC
63272	\$2,815.00	P and H Services
63411	\$214.00	Lyngsoe Systems
63440	\$278.28	U.S. Toy Company, INC
63466	\$3,175.20	Network Solutions, INC
63469	\$5,156.64	Network Solutions, INC
63507	\$79.39	Amazon Capital Services
63511	\$79.99	Amazon Capital Services
63514	\$2,730.90	Herman & Goetz, INC
63516	\$10.00	Amazon Capital Services
63541	\$670.00	Site Enhancement Services
63582	\$1,454.70	Office Interiors, INC
63629	\$11,942.00	Site Enhancement Services
63630	\$15,950.00	Pathfinders
63631 Systems	\$1,199.70	Corporate Payment
63635	\$17,927.03	Happeo, INC
63639	\$624.89	Site Enhancement Services

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63648	\$1,198.00	Corporate Payment Systems
63648	\$500.00	Corporate Payment Systems
63652	\$2,148.00	Demco
63653	\$154.75	Flexpac
63653	\$58.92	Flexpac
63661	\$3,385.00	P and H Services
63668	\$3,287.18	Office Interiors, INC
63672	\$10,175.86	Office Interiors, INC
63673	\$175.59	Amazon Capital Services
36387	\$2,828.63	Office Interiors, INC
63689	\$789.53	Sysco Grand Rapids
63690	\$991.28	Filter Services of Indiana
63734	\$1,342.50	TMC Furniture, INC
63741	\$5,062.50	Insight Public Sector, INC
63743	\$5,064.40	Michiana Window Works LLC
63775	\$20.99	Amazon Capital Services
63777	\$22.99	Amazon Capital Services
63781	\$92.00	Corporate Payment Systems
63783	\$2,460.00	Corporate Payment Systems
63786	\$198.98	Amazon Capital Services
63793	\$117.13	Corporate Payment Systems
63799	\$318.37	Corporate Payment Systems
63803	\$1,521.33	Sysco Grand Rapids
68308	\$49.96	Corporate Payment Systems

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63808	\$42.00	Corporate Payment Systems
63812	\$13.48	Corporate Payment Systems
63813	\$123.28	Corporate Payment Systems
63813	\$49.04	Corporate Payment Systems
63814	\$203.88	Corporate Payment Systems
63816	\$205.25	Griffin Pest Solutions, INC
63817	\$25.75	Corporate Payment Systems
63820	\$89.77	Corporate Payment Systems
63821	\$135.00	Corporate Payment Systems
63843	\$329.46	Corporate Payment Systems
63846	\$39.20	Corporate Payment Systems
63847	\$1,368.99	Lakeshore Learning Materials
63849	\$538.98	Lakeshore Learning Materials
63850	\$1,021.81	Lakeshore Learning Materials
63851	\$187.32	Corporate Payment Systems
63852	\$1,112.30	Kaplan Early Learning Company
63854	\$420.00	Corporate Payment Systems
63855	\$377.95	General Parts LLC
63865	\$1.10	Corporate Payment Systems
63866	\$131.09	Corporate Payment Systems
63882	\$648.90	Cardio Partners, INC
63892	\$203.48	Zinkan Enterprises, INC
63893	\$203.48	Zinkan Enterprises, INC
63898	\$1,268.64	Staples Business Advantage

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<b>63900</b>	<b>\$175.92</b>	<b>Staples Business Advantage</b>
<b>63901</b>	<b>\$948.79</b>	<b>Flexpac</b>
<b>63902</b>	<b>\$79.10</b>	<b>Uline</b>
<b>63903</b>	<b>\$795.00</b>	<b>Corporate Payment Systems</b>
<b>63910</b>	<b>\$340.25</b>	<b>Staples Business Advantage</b>

**Grand Total \$ 194551.35**

**ADOPTED THIS 27th DAY OF January , 2025**

**i. Resolution to Transfer 2025: From Operating to Self Insurance Reserve Fund**

Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

**2025 Resolution to Transfer Funds**

**From Operating to Self-Insurance Reserve Fund**

WHEREAS, funds have been budgeted in the Operating Fund for the Self-Insurance Reserve Fund ; and

WHEREAS, this transfer does not require the expenditure of more money than the total amount set out in the budget for that Fund,

NOW THEREFORE BE IT RESOLVED by the St. Joseph County Public Library Board that the following transfer from the operating fund be made to the Self-Insurance Reserve Fund:

FUND AMOUNT ACCT. TRANS. FROM

101 Trust Indiana Operating -\$1,441,106.18 154.100 Transfer to Self-Insurance Fund

FUND AMOUNT ACCT. TRANS. TO

700 Self -Insurance Reserve Fund \$1,441,106.18 154.000 Self-Insurance Reserve

**ADOPTED THIS 27th DAY OF January , 2025**

**j. Resolution to Transfer 2025: From Operating to Rainy Day Fund**

Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

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**Resolution to Transfer Funds to the Rainy Day Fund**

WHEREAS, the Board of Trustees of the St. Joseph County Public Library

finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance;

therefore,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County

Public Library do hereby transfer \$2,300,000 from the Operating Fund to the Rainy Day Fund for the purpose(s) of the support of operating expenses as needed. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 27th day of January, 2025, at which meeting a quorum was present.

**k. Veridus Contract**

Ms. Murphy presented the Veridus contract to the board. This contract will be an owner's representation group for the library for the construction projects. Ms. Murphy shared that they came highly recommended, and will be in charge of making sure everything is done correctly for the Next Chapter updates.

Ms. Pochert Ringle moved to approve the Veridus Contract. Dr. Curtis seconded the motion. Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried.

**I. Board Bylaws**

Ms. Murphy presented the board bylaws to the board. There was a brief discussion that followed. The board will vote at the February meeting.

**OTHER BUSINESS**

There was no unfinished business to come before the Board

**HEARING OF VISITORS**

There were no visitors who addressed the Board.

**Strategic Plan Updates: Create Destination Space**

Ms. Murphy gave an update for the Lasalle and Western branch projects by going over rendering boards for the branches which were at the community meetings.

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**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday February 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 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 Dr. Garcia seconded to adjourn the January 2025 Library Board meeting. Dr. Warren polled the Board on the motion: Dr. Curtis - Aye; Dr. Garcia - Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye. The motion carried. The St. Joseph County Public Library Board meeting adjourned at 5:27 p.m.

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**Ruth Warren, President**

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**Nicole Garcia, Vice President**

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**Alan Feldbaum, Secretary**

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**Marvin Curtis, Member**

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**Christine Pochert Ringle, Member**

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**Terry Rensberger, Member**

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**Rhonda Richards, Member**

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
LIBRARY BOARD OF FINANCE MEETING MINUTES  
MONDAY, JANUARY 27, 2025**

**CALL TO ORDER**

The Library Board meeting was called to order at 4:15 p.m. by Marvin Curtis, Library Board President.

**PRESENT**

Marvin Curtis - President  
Ruth Warren - Member  
Nicole Garcia - Secretary  
Christine Pochert Ringle – Member  
Terry Rensberger – Member  
Rhonda Richards - Member

**ABSENT**

Alan Feldbaum – Member

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancler - Chief Financial Officer  
Karen Mann - Chief Resource Officer  
Dawn Matthews – Director of Patron Experiences  
Rona Plummer – Chief Public Service Officer  
Kara Yeomans – Director of Human Resources  
Lisa O'Brien - Director of Special Projects

**DETERMINATION OF QUORUM**

At 4:15 p.m., Dr. Marvin Curtis announced there was a quorum of Board members present for the meeting.

**ELECTION OF A LIBRARY BOARD OF FINANCE**

Ms. Pochert Ringle moved and Dr. Garcia seconded to elect Dr. Warren to serve as President of the Library Board of Finance and Mr. Feldbaum to serve as Secretary.

Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Rensberger– Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Curtis – Aye. The motion carried.

**REVIEW OF INVESTMENT POLICY AND INVESTMENT REPORT**

Ms. Onjanette Dancler went over the Investment Policy and Investment Report.

Ms. Pochert Ringle moved and Dr. Garcia seconded to approve the investment policy and report as presented. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Mr. Rensberger– Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.



ST. JOSEPH COUNTY PUBLIC LIBRARY  
LIBRARY BOARD OF FINANCE MEETING MINUTES  
MONDAY, JANUARY 27, 2025

**a. Annual Resolution for use of Facsimile Signature, Investment of Funds, and Surety Bond for Treasurer**

Mr. Rensberger moved and Ms. Pochert Ringle seconded that the Board adopt the Annual Resolution authorizing the use of the Treasurer's facsimile signatory for Library warrants, investments, and bank accounts; and authorizing the surety bond of the Treasurer for 2023. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Mr. Rensberger– Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

ANNUAL LIBRARY BOARD RESOLUTION  
ON  
USE OF FACSIMILE SIGNATURE, INVESTMENT OF FUNDS  
& SURETY BOND FOR TREASURER

January 27, 2025

WHEREAS, the Board of Finance of St. Joseph County Public Library has designated depositories for the public funds of St. Joseph County Public Library; and

Whereas, in accordance with Article X, Section 4, of the Library Board By-laws, the following may be authorized by Library Board resolution, which must be duly passed at each Annual Meeting or after any special election of the Treasurer:

NOW, THEREFORE, BE IT RESOLVED by the Library Board of St. Joseph County Public Library, St. Joseph County, Indiana, that:

- a. The Library Treasurer is hereby authorized the use of a facsimile signature stamp for the signing of the Library's warrants.
- b. The Executive Director and/or the Chief Public Services Officer of St. Joseph County Public Library are hereby authorized to use the Library Treasurer's facsimile signature stamp for the payment of approved claims when the Treasurer cannot be available to sign such warrants.
- c. The Library Treasurer and/or the Executive Director are hereby authorized to periodically invest the Library's surplus funds in accordance with Indiana statute IC 5-13-9.
- d. A surety bond in the amount of \$100,000 shall be acquired by St. Joseph County Public Library for the Treasurer of the St. Joseph County Public Library.

Adopted this 27th day of January, 2025

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**ADJOURNMENT**

With no further business, Dr. Warren asked the Board for a motion to adjourn. Dr. Garcia moved and Dr. Curtis seconded to adjourn the Library Board of Finance meeting. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Mr. Rensberger– Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye. The motion carried.

The Library Board of Finance meeting adjourned at 4:25 p.m.

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**Ruth Warren, President**

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**Nicole Garcia, Vice President**

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**Alan Feldbaum, Secretary**

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**Marvin Curtis, Member**

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**Christine Pochert Ringle, Member**

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**Terry Rensberger, Member**

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**Rhonda Richards, Member**