

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, June 23, 2025**

The St. Joseph County Public Library Board of Trustees will hold an executive session on Monday, June 23, 2025 at 4:15PM in SJCPL German Branch, Black Forest Room 52807 Lynnewood Ave., South Bend, IN 46628 to discuss pending litigation, pursuant to IC 5-14-1.5-6.1(b)(2).

The St. Joseph County Public Library Board of Trustees hereby certifies that no matters were discussed in the executive session other than the subject matter specified in the public notice announcing the meeting.

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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**

Also present was:

- Ms. Stephanie Murphy, St. Joseph County Public Library Executive Director

The above signatures indicate meeting attendance.

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**CALL TO ORDER**

The Library Board meeting was called to order at 4:35 p.m. by Ruth Warren, Library Board President.

**PRESENT**

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

**ABSENT**

Terry Rensberger – Member  
Nicole Garcia - Vice President

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancier - Chief Financial 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 May 19, 2025.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

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; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

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**DIRECTOR'S REPORT**

Ms. Stephanie Murphy gave the director's report. Ms. Murphy began by sharing an update for the Centre renovation. This update included that there was a water incident which will set back the opening date slightly, but still within the originally planned timeline. Ms. Murphy moved on to share that the LaSalle branch has closed for their renovation. She then shared that the Community Foundation has given the first of an annual donation of \$25,000 to the library. This annual donation will be used for the Culturally Speaking event as well as any needed repairs or updates to the Judd Leighton auditorium. Ms. Murphy spoke about the Summer Reading Club kickoff which had over 800 in person sign ups at the event. It was hosted in both the Community Learning Center, and the Michigan street block which worked well with the events happening for the DTSB First Friday. Ms. Murphy closed her report by sharing that the picture book project has been completed and well received.

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

**PATRON ENGAGEMENT REPORT**

Ms. Rona Plummer presented the patron engagement report. Ms. Plummer began her report by sharing the top check out item being Bear has a Belly. Ms. Plummer then moved on to share that the Tutt branch has remained steady in door count increase, and that all branches are seeing 120% increases in computer minute usage. She then shared that the total circulation remains steady while the digital checkouts continue to rise. Ms. Plummer closed her report by sharing Youth Services' Patron impact stories.

**FINANCIAL REPORT**

Ms. Onjanette Dancier gave the financial report. Ms. Dancier began her report by sharing that the June deposits from the property taxes have been received. She moved on to share that the cash flow is going well, and that the library is still in alignment with the budget. Ms. Dancier said that there will be a new purchasing system that will replace the current one, and will save \$12,000. Ms. Dancier closed her report with a TrustIN update on the current interest rate being kept at 4.7%.

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; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**UNFINISHED BUSINESS**

There was no unfinished business to come before the board.

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**NEW BUSINESS**

**a. Personnel Policies**

Ms. Kara Yeomans presented the personnel policies. Ms. Yeomans shared that these are updates to the Employee Handbook.

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

**b. Hesburgh Library**

Ms. Rona Plummer presented the Hesburgh Library deposit site discontinuation to the board. Ms. Plummer shared that due to the low physical checkout rate, and increase in digital checkouts, that it is recommended to discontinue the service. There was a brief discussion that followed.

Mr. Feldbaum moved to approve the Hesburgh Library deposit site discontinuation. Ms. Richards seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**c. Mobile Library**

Ms. Rona Plummer presented the mobile library purchase to the board. Ms. Plummer shared that there is a 2024 Mercedes 2500 Sprinter van available for purchase which will be \$30,000 less than the mobile library van presented in March 2025. Ms. Plummer shared that the van has a 3-6-month delivery timeline, and it also will include the graphics wrap wanted for the outside of the van. There was a brief discussion that followed.

Dr. Curtis moved to approve the Mobile Library Van Purchase. Ms. Pochert Ringle seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**d. TMC Purchase**

Dr. Warren shared that the TMC was an additional item added to the agenda. Ms. Stephanie Murphy presented the TMC purchase to the board. Ms. Murphy shared that this is for the Centre branch children's space. The total cost, including installation, is \$88,014.

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

**OTHER BUSINESS**

There was no other business to come before the Board.

**HEARING OF VISITORS**

There were no visitors who addressed the Board.

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**STRATEGIC PLAN UPDATES**

Ms. Onjanette Dancler presented on Diversify Vendor Base for the Strategic Plan update.

**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting. Monday July 28, 2025. 4:15 p.m. St. Joseph County Public Library Western Branch, 611 Lombardy Dr., South Bend, IN 46619.

**ADJOURNMENT**

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

The St. Joseph County Public Library Board meeting adjourned at 5:30 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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