

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

**CALL TO ORDER**

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

**PRESENT**

Ruth Warren - President  
Nicole Garcia - Vice President  
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  
Mel Lutz - Community Services Senior 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 February 24, 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- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library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 with a correction to the bill list. Ms. Richards 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 updates for the Next Chapter renovations. She shared that the Centre branch's windows have been installed, and water damage was not found. Ms. Murphy moved on to the LaSalle update being that there will be a meeting on March 25 for the final page turn before the release for bids. She said that the branch will have to close during the renovations. She then moved on to share that incident reports have gone down; and that the Crisis Intervention managers were able to meet with the Chief Resource Officers at SBPD. She moved on to share that the library will be working with the new Senior Center with programming and 200 donated withdrawn books. Ms. Murphy said that there were six staff members who attended the Indiana Library Federation's Youth Services Conference. She also shared that the North Liberty branch had their Library After Dark program, and was very well attended. The second Culturally Speaking event with Maria Kelson also was a well attended program. Ms. Murphy reminded the board that the 2025 BookCon for local authors is on March 29<sup>th</sup>. Ms. Murphy closed her report by sharing there are no updates on property tax reform, but a March 14 presidential executive order impacts the Institute for Museum and Library Services (IMLS), which is required to reduce any non-statutorily required service. She shared that in Indiana, IMLS helps fund through the Indiana State Library interlibrary loan, cataloging services, databases, professional development, and services for the blind and visually impaired. There was a discussion that followed.

Dr. Curtis moved to approve the Director's report. Mr. Feldbaum 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. She opened her report with program highlights including that Science Alive had over 3,000 people who attended, and that the top children's title was Happy Valentine's Day Curious George. Ms. Plummer moved on to share that there was a 63% increase to the visits at Main as well as a 20% increase at Lakeville and Tutt branches compared to 2024. Ms. Plummer closed her report by sharing that the circulation is 60% physical and 40% digital.

**FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. Ms. Dancler began her report by sharing that the contractual money from last year for the construction CDs will come in soon. She then moved on to share that the business office is watching the tariffs closely and the impact on the construction process which will be planned for. Ms. Dancler closed her report by sharing that the TrustIN account is holding well with an interest yield of 4.29%.

Dr. Curtis moved to approve the Patron Engagement and Financial reports. Ms. Pochert Ringle 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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**UNFINISHED BUSINESS**

There was no unfinished business to come before the board.

**NEW BUSINESS**

**a. Security Camera Policy**

Ms. Stephanie Murphy presented the security camera policy. Ms. Murphy shared that the policy was updated to be more robust, and had been reviewed by legal counsel.

Mr. Feldbaum moved to approve the Security Camera 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.

**b. Computer and Network Use Policy**

Ms. Karen Mann presented the computer and network use policy. Ms. Mann shared that this is an annual review of the policy, and there are no recommended changes.

Ms. Pochert Ringle moved to approve the computer and network use policy. 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. Internal Controls**

Ms. Onjanette Dancler presented the internal controls. Ms. Dancler shared that this is to ensure a better process for the use of registers.

Mr. Feldbaum moved to approve the Internal Controls. 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. Director's Contract**

Dr. Marvin Curtis, chair of the Personnel Committee, presented the board the Director's Contract. Dr. Curtis shared that the committee, Mr. Feldbaum, and the attorney, met to revise the contract to include a five-year contract with a three-year renewal; as well as a severance package for termination without cause. The committee agreed that this helps provide consistency for both the director and staff.

Mr. Rensberger moved to approve the Director's Contract. Dr. Garcia 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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**e. Purchase of Real Property**

Ms. Onjanette Dancler gave an update on the purchase of real property. This was not an action item therefore no vote was required. Ms. Dancler shared that the property behind the Tutt branch was recently placed back on the market, and so the library put an offer in. The offer was within the budget approved by the board in 2024.

**OTHER BUSINESS**

There was no other business to come before the Board.

**HEARING OF VISITORS**

There were no visitors who addressed the Board.

**STRATEGIC PLAN UPDATES**

Mel Lutz presented on Literacy Initiatives.

**NEXT LIBRARY BOARD MEETING DATES:**

- 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.
- Library Board Meeting, Monday May 19, 2025, 4:15 p.m. St. Joseph County Public Library North Liberty Branch, 105 E. Market St., North Liberty, IN 46554.

**ADJOURNMENT**

There was no further business to come before the Board. Dr. Curtis moved and Mr. Rensberger 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 5:14 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**