

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, May 19, 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 (via Zoom)
Alan Feldbaum – Secretary (via Zoom)
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
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
Mac Anderson – Adult Engagement Assistant Manager
Mel Lutz – Community Services Senior Manager
Craig Heatherly – Gibson Insurance Representative (via Zoom)
Myra Reid - Legal Counsel

CONSENT AGENDA

- a. Approval of the Regular Library Board minutes for the meeting held on April 28, 2025.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library Foundation
- c. Personnel Changes
- d. Bill List

Ms. Pochert Ringle moved to approve the Consent Agenda with a correction to the bill list. 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 updates for the Next Chapter renovations. She shared that the Centre project is moving along and that the landscaping should begin soon. Ms. Murphy also shared that the team met with the LaSalle contractors, Robert Henry, and were very pleased with the organization. She finished her Next Chapter updates with Western's planning in the finalization stages. Ms. Murphy moved on to share that the three college summer interns have begun, and that the high school interns will be starting soon. She then shared that the Communications department won the American Library Association PR Xchange Award for External Communications for the 2024 Fall Unfold designed by Adrian Pacheco. Ms. Murphy moved on to share that the SJCPL Foundation hosted the Flash Back Book Fair event in which \$6,000 was raised as well as 100 books donated to the library for the Summer Reading Club prizes. She also shared that the South Bend Civic Theatre ran an Intro to Theatre series for the LaSalle and Western branches in which they had over 200 attendees. Ms. Murphy closed her report by sharing that the Summer Reading Club kickoff event will be on June 6th from 4:30-6:30.

PATRON ENGAGEMENT REPORT

Ms. Rona Plummer presented the patron engagement report. Ms. Plummer began her report by sharing images of the MLK Dream Center opening event as well as the Spill the Ink poetry event. Ms. Plummer moved on to share that the top checked out title for April was Weirdest Animals on the Planet. She then shared that the total visitors were down from April 2024 due to Centre being closed for renovations. Ms. Plummer closed her report by sharing that the top database access used was for Gale Courses, an online learning platform, and that the second top used was for Ancestry Library Edition, a family research platform.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler shared that the spending is within alignment of the budget for the year.

Mr. Rensberger moved to approve the Director's, Patron Engagement and Financial reports. 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.

UNFINISHED BUSINESS

Dr. Curtis moved to approve the Resolution Authorizing Purchase of Real Property. 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; Dr. Warren – Aye. The motion carried.

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**BOARD OF DIRECTORS RESOLUTION
AUTHORIZING PURCHASE OF REAL PROPERTY**

WHEREAS, the majority of the members of the Board of Directors of **ST. JOSEPH COUNTY PUBLIC LIBRARY**, hereinafter referred to as the “Library”, deems it desirable and in the best interests of this Library to acquire a certain property located in South Bend, Indiana, hereinafter referred to as the “Property”;

NOW, THEREFORE, BE IT RESOLVED, that the President of the Library Board, **DR. RUTH WARREN**, hereinafter referred to as the “President”, is hereby authorized, directed and empowered to execute, for and on behalf of the Library and in its name, any and all documents required in connection with the purchase of the Property, including but not limited to a Deed of Sale;

RESOLVED, that the Library acquire the Property for such a price and upon such terms and conditions as the President may, in her discretion, deemed to be the best interest of the Library;

RESOLVED, that the President of this Library Board is, hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates, as such officer shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolutions;

RESOLVED FURTHER, that any actions taken by such the President prior to the date of the foregoing resolutions adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed, and approved as the acts and deeds of this Library Board.

Approved: May 19, 2025

NEW BUSINESS

a. Public Service Policy Updates

Ms. Rona Plummer presented the Public Service Policy updates. Ms. Plummer shared that this is an annual review of the general policy with updates for clarification that had been reviewed by legal counsel.

Ms. Pochert Ringle moved to approve the Public Service Policy Updates. 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; Dr. Warren – Aye. The motion carried.

b. Insurance Matters

Mr. Craig Heatherly, Gibson Insurance, presented the renewal of commercial insurance. There was a brief discussion that followed.

Dr. Curtis moved to approve the Insurance Matters. 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; Dr. Warren – Aye. The motion carried

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c. Change Order

Ms. Stephanie Murphy presented the Change Order for Centre. This change order total is an increase of \$8,185.

Mr. Rensberger moved to approve the Change Order. 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; Dr. Warren – Aye. The motion carried

d. Resolution to Transfer Funds

Resolution to Transfer Funds

Within the Library LIRF Fund Category

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

Transfer from Capital Outlays

400 FUND (LIRF).430 Improvements Other Than Buildings \$ **228,676.23**

400 FUND (LIRF).440 Furniture & Fixtures \$ **56,293.00**

Transfer to Services and Charges

400.FUND (LIRF) 420 Buildings: Buildings \$ **284,969.23**

ADOPTED THIS 19th DAY OF May , 2025

Dr. Curtis moved to approve the Resolution to Transfer Funds. 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; Dr. Warren – Aye. The motion carried.

e. TMV Lease

Ms. Stephanie Murphy presented The Music Village Lease. Ms. Murphy shared that this lease has been reviewed by legal counsel and will include an expansion into the old Foundation building.

Mr. Rensberger moved to approve the TMV Lease. 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; Dr. Warren – Aye. The motion carried

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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

Mac Anderson presented on Literacy Initiatives: ELL Initiative.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday June 23, 2025, 4:15 p.m. St. Joseph County Public Library German Branch, Black Forest Room, 52807 Lynnewood Ave., South Bend IN 46628.
- 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

With 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; Dr. Warren – Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 5:00 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