

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

The St. Joseph County Public Library Board of Trustees will hold an executive session on Monday, November 24, 2025 at 4:15PM in SJCPL Community Learning Center, Beutter - Kernan Hall, 305 S. Michigan St., South Bend, IN 46601 The St. Joseph County Public Library Board of Trustees will meet in Executive Session 1) as per Indiana Code 5-14-1.5-6.1 (b)(9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

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 4:36 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  
Rhonda Richards – Member

**ABSENT**

Terry Rensberger – Member

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancier - Chief Financial Officer  
Karen Mann – Chief Resource Officer  
Kara Yeomans – Chief People Officer  
Rona Plummer – Chief Public Services Officer  
Lisa O'Brien – Director of Special Projects  
Dawn Matthews – Director of Patron Experiences  
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 October 20, 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; Dr. Garcia – 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 her report by sharing progress photos of the LaSalle construction, as well as the book mobile. She moved on to share that the annual staff reviews are almost completed. Ms. Murphy then shared that Ms. Dancier and herself had received the first run of financial projections, and shall receive a second opinion shortly. She shared that these projections will help them plan for the future budgets. Ms. Murphy shared about the recent Explore-A-Story event that was hosted with 425 people in attendance. This event included multiple spaces for families to enjoy immersive reading performances. Ms. Murphy moved on to share that she has been meeting with each department during their department meetings to help give more opportunity to staff to ask questions or give updates. She shared that the IT department has been implementing JumpCloud to staff computers to help better manage software as well as cybersecurity. Ms. Murphy closed her report by sharing that 10 staff were able to attend the ILF conference in Indianapolis.

Dr. Garcia moved to approve the Director's report. 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.

**PATRON ENGAGEMENT REPORT**

Ms. Rona Plummer gave the patron engagement report. Ms. Plummer began her report by sharing photos of recent programs including the Tutt-O-Ween from the Tutt branch; and the Dinner and a Book with Yvonne Casteneda event at Main. She moved on to share the top titles including the top two children's titles both being by Dav Pilkey. Ms. Plummer then shared the circulation remained steady with 175,000 items in circulation. Ms. Plummer closed her report by sharing that the art gallery had 60 people in attendance for the opening night for Barbie Ziesmer Freel's photos of the Potawatomi Zoo's animals. Ms. Plummer shared that this exhibit helped connect the artist with WSBT for their Hometown Living program. There was a brief discussion that followed.

**FINANCIAL REPORT**

Ms. Onjanette Dancier gave the financial report. Ms. Dancier began her report by sharing about the BSA purchasing system update. She shared that the system is now live and is more efficient than the previous system used. Ms. Dancier shared that this system is SBOA audit approved, and will reflect better reports for the board. Ms. Dancier also shared that this system will help the business office be able to move toward being paperless, and that there are journal entries which reflect better in accounting reporting. Ms. Dancier gave the following statement in regard to a recent social media post:

"To clarify a narrative in regard to the final audit: Audits are performed to provide an independent, objective assessment of operation efficiency and processes. In 2023, TrustIndiana funds were set up as advised by another library CFO; and SBOA was also consulted for approval of these funds. In 2024, with the consultation of the State Board of Accounts, the accounting process was changed. Prior period adjustments are a common accounting practice. These earnings were always accounted for, and the correction made was a simple book

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keeping method correction."

Ms. Pochert Ringle moved to approve the Patron Engagement and Financial reports. 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; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**UNFINISHED BUSINESS**

There was no unfinished business to come before the board.

**NEW BUSINESS**

**a. 2026 Wages and Salaries**

Ms. Kara Yeomans presented on the 2026 wages and salaries. Ms. Yeomans shared that this will not only help current employees, but will also help make the library more competitive in the job force. Ms. Yeomans reminded the board that this budget was approved previously in the overall personnel budget presented in October. There was a brief discussion that followed.

Dr. Curtis moved to approve the 2026 Wages and Salaries. 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; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**OTHER BUSINESS**

a. Dates for 2026 Meetings

Ms. Stephanie Murphy presented the 2026 meeting dates.

January 26

February 23

March 23

April 27

May 18

June 22

July 27

August 24

September 28

October 26

November 23

December 21\*

Mr. Feldbaum moved to approve the 2026 meeting dates with the amendment of the December meeting date to be moved from 12/28 to 12/21. 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; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**HEARING OF VISITORS**

There were no visitors who addressed the Board.

**NEXT LIBRARY BOARD MEETING DATES:**

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- Library Board Meeting, Monday December 22, 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. Ms. Pochert Ringle moved and Dr. Curtis 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; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 5:39 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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