

**ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, September 29, 2025**

The St. Joseph County Public Library Board of Trustees will hold an executive session on Monday, August 25, 2025 at 4:15PM in SJCPL Community Learning Center, Beutter - Kernan Hall, 305 S. Michigan St., South Bend, IN 46601 The Board of Trustees of St. Joseph County Public Library will meet in Executive Session as per Indiana Code 5-14-1.5-6.1(b) (2) (D) litigation.

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.

Ruth Warren, President

Nicole Garcia, Vice President

Alan Feldbaum, Secretary

Marvin Curtis, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Rhonda Richards, Member

Also present was:

- Ms. Stephanie Murphy, St. Joseph County Public Library Executive Director
- Ms. Onjanette Dancler, St. Joseph County Public Library Chief Financial Officer

The above signatures indicate meeting attendance.

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CALL TO ORDER

The Library Board meeting was called to order at 4:43 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

Nicole Garcia - Vice President

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancier - Chief Financial Officer
Karen Mann – Chief Resource Officer
Lisa O'Brien - Director of Special Projects
Kara Yeomans – Chief People Officer
Lindsay Taylor – Storytelling Librarian
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 August 25, 2025.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Gifts and Grants

Ms. Rhonda Richards moved to approve the Consent Agenda. Ms. Pochert Ringle seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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 with sharing the Centre reopening success, and the social media promotional video. She then shared an update for the LaSalle branch project including that the permits are completed. Ms. Murphy moved on to share that the bids for the Western branch had been completed, but were being looked over as they came in higher than expected. Ms. Murphy said they should be ready for the board for the October meeting. She then moved on to share a Strategic Plan update of increasing awareness of what the library has to offer through a google ads grant that the communications department has received. Ms. Murphy closed her report by sharing that the 2025 Staff Day was a huge success.

Dr. Curtis moved to approve the Director's report. Ms. Pochert Ringle seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – 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 the photos from several events including ArtBeat and the Studio304 showcase. She moved on to share the top checkouts, and that the overall circulation of materials is up across all branches, but that the Tutt branch saw a 43% increase. Ms. Plummer closed her report by sharing several of the outreach visits that had occurred including St. Patrick's park, La Casa, and many more.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler began her report by sharing that the engineering and architectural lines looked like they were over budget because of the Western and LaSalle projects bonds have not been processed yet, but will be corrected once they are complete. She moved on to share that the Crowe audit is complete and that the exit interview will be held Thursday, October 2nd. Ms. Dancler shared that the component unit audit is also complete, and that she is waiting for the final report, but expects no news from that. Ms. Dancler closed her report by sharing that the current rate for TrustIndiana is at 4.2738%.

Mr. Rensberger moved to approve the Patron Engagement and Financial reports. Dr. Curtis seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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. Public Hearing on the 2026 Budget

Ms. Onjanette Dancier presented the 2026 proposed budget. The board will vote on the proposed budget in the October 2025 meeting.

b. Reservable Spaces

Ms. Lisa O'Brien presented the reservable spaces policy updates. Ms. O'Brien shared that the updates are revisions to current sections, as well as introductions to new sections.

Ms. Pochert Ringle moved to approve the reservable spaces policy updates. Dr. Curtis seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried

c. Elevator Repairs

Ms. Karen Mann presented the elevator repairs. Ms. Mann shared that the public elevator jack system went out, and the previously approved updates cannot be completed until the jack system is fixed. She shared that the cost for the repair will be \$141,000. Ms. Mann moved on to share that due to the unsafe noise levels, the Main branch will have to close for 3-4 days. She shared that during this time, it will also allow IT to make necessary updates to the network in which the internet will be inaccessible.

Mr. Rensberger moved to approve the elevator repairs, including the needed closure time for these updates. Ms. Richards seconded the motion. Dr. Warren polled the Board for the vote: Dr. Curtis – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

d. Change Order

Ms. Stephanie Murphy presented the change order. She shared that this is the final change order for Centre, and is for the floor box covers and emergency lights. This order is for \$7,559.

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

OTHER BUSINESS

There was no other business to come before the board.

STRATEGIC PLAN UPDATES

Lindsay Taylor presented on the Storytelling Librarian for the Strategic Plan Updates.

HEARING OF VISITORS

There were no visitors who addressed the Board.

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NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday October 20, 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; 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 5:28 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