

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, April 27, 2026**

The St. Joseph County Public Library Board of Trustees will hold an executive session on Monday, October 20, 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) the transfer, purchase, lease, or sale of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties.

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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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**Hilary Barker, Member**

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**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
- Ms. Myra Reid, Legal Counsel

The above signatures indicate meeting attendance. Nothing was discussed aside from the agenda.

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**CALL TO ORDER**

The Library Board meeting was called to order at 4:27 p.m. by Ruth Warren, Library Board President.

**PRESENT**

Ruth Warren - President

Nicole Garcia – Vice President

Alan Feldbaum – Secretary

Hilary Barker – Member

Marvin Curtis – Member

Christine Pochert Ringle – Member

Rhonda Richards – Member

**ABSENT**

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director

Onjanette Dancler - Chief Financial Officer

Karen Mann - Chief Resource Officer

Rona Plummer – Chief Public Service Officer

Kara Yeomans – Director of Human Resources

Lisa O'Brien - Director of Special Projects

Myra Reid – Legal Counsel

**CONSENT AGENDA**

- a. Approval of the Library Board meeting and Library Board Finance meeting minutes of the meeting held on March 23, 2026
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Gifts

Ms. Pochert Ringle moved to approve the Consent Agenda. Dr. Curtis seconded the motion. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – 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 that LaSalle is in the final touches with the ribbon cutting to be May 12<sup>th</sup>. Ms. Murphy also shared that the Western branch also has progress being made. Ms. Murphy moved on to share that there is going to be a short pause on the master plan to review the financial projections. Ms. Murphy shared that Ms. Dancler and herself have a baseline plan, and are currently waiting to meet with Baker Tilly projections; and then they will meet with the finance committee to confirm plans. She then moved on to share that there has been a book vending machine installed at the Martin Luther King Dream Center where patrons can use their library card to check out materials. Ms. Murphy then shared that the IT department has installed the Jumpcloud program which will help increase security. She moved on to share that there has been a courtesy phone installed at the Main branch in which patrons can use for 3 minute limited phone calls. Ms. Murphy shared that this came from a proposed idea from the Innovation Everywhere committee where staff can propose ideas to help with patron needs. Ms. Murphy closed her report by sharing about the Home Delivery program where home bound patrons can receive materials. She shared that there is an average of 125 patrons per month who use this program.

Dr. Curtis moved and Ms. Richards seconded to approve the Director's Report. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – 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 photos of the author event, and the band Kennedy's Kitchen. She moved on to share that the system wide gate count was down eight percent, but Western was up eight percent. Ms. Plummer shared that there was a slight increase in digital circulation. She closed her report by sharing about the Mental Health Awareness of Michiana traveling art exhibit: Journey of the Mind.

**FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. Ms. Dancler began her report sharing that the appropriations are within status quo. She shared that the new financial software works better for department breakout views in which will help for better departmental budgeting. Ms. Dancler shared that the June deposit will be used to pay expenditures. Ms. Dancler closed her report by sharing that the TrustIndiana yield is at 3.64%. There was a brief discussion that followed.

Dr. Curtis moved to approve the Patron Engagement and Financial Report. Dr. Garcia seconded the motion. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

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**UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

**NEW BUSINESS**

**a. Information Policies**

Ms. Rona Plummer presented on the information policies. Ms. Plummer shared that these are updates to section 4 and appendix B. She shared that these updates include updated language as well as updates to reflect the American Library Association code of ethics.

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

**b. Technology and Network Use Policies**

Ms. Karen Mann presented the technology and network use policies. Ms. Mann shared that these updates are for section 7. She shared that these updates are to the title, legal and ethical uses, 3d printing policy, and to remove duplicate sections.

Ms. Barker moved to approve the Technology and Network Use Policies. Ms. Richards seconded the nomination. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

**c. Public Hearing**

**i. Public Hearing re The Sale of Real Property**

Dr. Warren opened the public hearing for the sale of real property. No member of the public wished to address the board. Dr. Warren closed the public hearing.

**ii. Resolution Sale of Real Property**

Mr. Feldbaum proposed an amendment to section 1 for “should” to be replaced with “shall.” Ms. Richards seconded the motion. Dr. Curtis moved to approve the Resolution Sale of Real Property with the amendment. Ms. Barker seconded the motion. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

Resolution No. \_\_\_\_\_

Resolution of the St. Joseph County Public Library Board of Trustees  
to Sell the Current Western Branch Building

WHEREAS, the St. Joseph County Public Library (the “Library”) owns commercial property  
located at

611 South Lombardy Drive, South Bend, Indiana (the “Current Western Branch”);

WHEREAS, the Board of Trustees of the Library (the “Board”) is a disposing agent of the Library  
as

defined by I.C. 36-1-11-2(a);

WHEREAS, the Board has determined the Current Western Branch is no longer needed for

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Library

purposes, and it would be in the Library's best interest to sell the Current Western Branch;  
WHEREAS, under I.C. 36-12-3-3, the Board has the authority to sell the Current Western

Branch in

accordance with I.C. 36-1-11 and I.C. 5-22;

WHEREAS, the Board desires to sell the Current Western Branch according to Indiana law; and  
WHEREAS, the Board intends this Resolution to supersede and replace any previous

Resolutions to

dispose of the Current Western Branch.

THEREFORE, BE IT RESOLVED by the Board as follows:

1. Superseding Resolution. This Resolution shall supersede and replace any previous  
Resolutions to

dispose of the Current Western Branch.

2. Determination of Surplus Real Property. The Board determines that the Current Western  
Branch is

surplus real property and no longer needed for the Library purposes.

3. Authorization of Sale. The Board authorizes the sale of the Current Western Branch by the  
bidding

process, by an auctioneer, or by a real estate agent, as long as the sale is in accordance with  
I.C.

36-1-11 and I.C. 5-22.

1. Independent Appraisals. The Board directs the Library's Executive Director or Treasurer to  
have the

Current Western Branch appraised by two qualified appraisers according to I.C. 36-1-11-4 to  
determine

the minimum bid purchase amount.

2. Publish Notice. The Board directs the Library or its agent to publish a notice of the sale of the  
Current

Western Branch, including the minimum bid or purchase amount, in accordance with I.C. 5-3-1  
and

I.C. 36-1-11-4.

3. Receipt and Public Inspection of Bids. If the bidding process is used, all bids received shall  
be

opened and presented to the public during a public hearing to ensure fairness and  
transparency. All bids

shall also be open to public inspection.

4. Review and Approval of Bids and Offers. The Board shall determine whether to accept a bid  
or reject

all the bids. Any approval of a bid or offer to purchase the Current Western Branch must be  
approved

by board vote during a public board meeting and memorialized by a board resolution.

5. Execution of Transfer Documents. The Board authorizes the Board's President, on behalf of  
the

Board, to sign the deed and any other documents necessary to transfer the Current Western

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Branch to a  
qualified purchaser after the documents are reviewed by legal counsel.  
6. Compliance with Laws. The Library will comply with all applicable laws and ordinances  
related to the transfer of the Current Western Branch. which meeting a quorum was present.

**OTHER BUSINESS**

There was no other business for the Board.

**HEARING OF VISITORS**

There were no visitors to address the Board.

**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday May 18, 2026, 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. Barker moved and Dr. Garcia seconded to adjourn the Library Board meeting. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Richards – Aye; Dr. Warren – Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 4:47 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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**Hilary Barker, Member**

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**Marvin Curtis, Member**

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**Christine Pochert Ringle, Member**

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**Rhonda Richards, Member**