

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, March 23, 2026**

**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  
Hilary Barker – Member  
Marvin Curtis – Member  
Christine Pochert Ringle – Member

**ABSENT**

Rhonda Richards – Member

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancler - Chief Financial Officer  
Karen Mann - Chief Resource Officer  
Dawn Matthews – Director of Patron Experiences  
Rona Plummer – Chief Public Service Officer  
Kara Yeomans – Director of Human Resources  
Lisa O'Brien - Director of Special Projects  
Sarah Maloney – Manager of Research and Digital Creation  
Myra Reid – Legal Counsel

**CONSENT AGENDA**

- a. Approval of the Library Board meeting and Library Board Finance meeting minutes of the meeting held on February 23, 2026
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library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: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Dr. Warren – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, March 23, 2026

**DIRECTOR'S REPORT**

Ms. Stephanie Murphy gave the director's report. Ms. Murphy began her report by sharing that the German branch will be getting fresh exterior paint this spring. Ms. Murphy then shared that the first meeting with Abonmarche occurred and that more details for the Main plumbing plan will be coming. She moved on to share that the Western branch is moving rather quickly and is looking very nice. Ms. Murphy shared that the St. Joseph County Public Library Foundation will be doing a crowdfunding campaign, starting April 2<sup>nd</sup>, to help raise funds for the Western project. Ms. Murphy shared that this is part of a grant through CreatINg Places which is an initiative of Indiana Housing and Community Development Authority, to create vibrant communities across Indiana. She then moved on to share that the LaSalle project is nearing completion with hopes to reopen on May 4<sup>th</sup>. Ms. Murphy shared that Kamika Perry designed a mural for the branch as well. She then shared that books on CD are becoming harder to obtain as they are not being made as frequently. Ms. Murphy shared that the majority of audiobooks are checked out via libby and hoopla with 98% circulation. She then moved on to share that the library has several programs to help celebrate America 250, and encouraged the board to check out some of the programs. Ms. Murphy shared that Western and Centre will be early voting sites for the primary; and that Main and Centre will be voting sites for the fall mid-term election. Ms. Murphy closed her report by sharing that the library has signed up for Sustainable Libraries Initiative's Sustainable Library Certification Program. She shared that this program will help provide the framework sustainability action plan.

Mr. Feldbaum moved and Dr. Garcia 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; Dr. Warren – Aye. The motion carried.

**PATRON ENGAGEMENT REPORT**

Ms. Rona Plummer presented the patron engagement report. Ms. Plummer began her report by sharing about the photos of Science Alive and the North Liberty branch's Library After Dark program which had over 60 patrons in attendance. Ms. Plummer moved on to share that the gate count was down slightly, but overall visits stayed steady. Ms. Plummer closed her report by sharing the success of the SBReady kindergarten library visits with 852 students in attendance; 59 classes; and 19 schools.

**FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. Ms. Dancler opened her report for any questions for the fund or appropriation reports. Having none, she moved on to share about the TrustIN accounts. Ms. Dancler shared that the yield is currently 3.64% and is remaining static. There was a brief discussion that followed.

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

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, March 23, 2026

**UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

**NEW BUSINESS**

**a. Resolution to Establish Cash Drawers**

**Resolution to Establish Cash Change and Petty Cash Funds**

WHEREAS, the Board of Trustees of the St. Joseph County Public Library recognizes funds should be available for the purpose to make change when collecting cash revenues, as provided by IC 36-1-8-2; and

WHEREAS, the Board of Trustees of the St. Joseph County Public Library recognizes funds should be available for the purpose of paying small or emergency items of operating expense, as provided by IC 36-1-8-3; and

WHEREAS, an employee or officer of the Board has been named custodian of the fund; and WHEREAS, such a fund is established by a warrant drawn on the appropriate fund in favor of the officer or employee, in an amount determined by the fiscal body, without need for appropriation to be made for it.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County Public Library does hereby establish a cash change funds and petty cash funds in the following amounts; and Cash Drawers

Main: Business Office 170.00  
Main: Studio 304 50.00  
Main Customer Service: 1st Floor 100.00  
Main Customer Service: 2nd Floor 50.00  
Main Customer Service: 3rd Floor 100.00  
Main: Customer Service Welcome Center 100.00  
Main: Customer Service Small Change Drawer 50.00  
Francis Branch 130.00  
Centre Branch 105.00  
German Township Branch 90.00  
Lakeville Branch 70.00  
LaSalle Branch 110.00  
North Liberty Branch 110.00  
River Park Branch 110.00  
Tutt Branch 110.00  
Western Branch 110.00  
TOTAL 1565.00

Photocopiers

Main: 3rd Floor 27.60  
Main: Local History 27.60

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, March 23, 2026

Francis Branch 27.60  
Centre Township Branch 27.60  
German Township Branch 27.60  
Lakeville Branch 27.60  
LaSalle Branch 27.60  
North Liberty Branch 27.60  
River Park Branch 27.60  
Tutt Branch 27.60  
Western Branch 27.60  
TOTAL 303.60

Petty cash amounts will be established in the following amounts at the corresponding locations:

Main: Business Office 50.00  
Petty Cash Checking 400.00  
Francis Branch 35.00  
Centre Township Branch 35.00  
German Township Branch 25.00  
Lakeville Branch 15.00  
LaSalle Branch 25.00  
North Liberty Branch 15.00  
River Park Branch 25.00  
Tutt Branch 25.00  
Western Branch 25.00  
TOTAL 675.00

BE IT FURTHER RESOLVED, that the cash change fund, will be operated in a manner consistent with IC 36-1-8-2 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries; and that all small cash purchases from and replenishments

to this petty cash fund will follow the procedures outlined in IC 36-1-8-3 and the Indiana State Board of

Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries.

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 23rd day of March, 2026, at which meeting a quorum was present.

Dr. Garcia moved to approve the Resolution to Establish Cash Drawers. Dr. Curtis seconded the motion. Dr. Warren polled the Board for the vote: Ms. Barker – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Abstained; Ms. Pochert Ringle – Aye; Dr. Warren – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, March 23, 2026

**b. LaSalle Branch Reopening**

Ms. Lisa O'Brien presented the LaSalle branch reopening proposal. Ms. O'Brien proposed for Monday, May 4, 2026, be the public opening; sharing that this will give staff time to get into the new space and prepare it for patron usage.

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

**c. LaSalle Reservable Spaces**

Ms. Lisa O'Brien presented the LaSalle reservable spaces to the board. Ms. O'Brien shared that this is an update to appendix J and K in the Public Service Policies to reflect the new reservable spaces at the renovated LaSalle branch.

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

**d. LaSalle Change Order**

Ms. Stephanie Murphy presented the LaSalle change order. Ms. Murphy shared that this is for the total amount of \$65,444.81, which is within budget for the LaSalle project.

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

**e. Western Change Order**

Ms. Stephanie Murphy presented the Western change order. Ms. Murphy shared that this is for the total amount of \$92,097; and were required by the fire marshal and other code requirements.

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

**OTHER BUSINESS**

There was no other business for the Board.

**Strategic Plan Updates: Literacy Initiatives:**

Research and Digital Creation Manager, Sara Maloney, presented to the board.

**HEARING OF VISITORS**

There were no visitors to address the Board.

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, March 23, 2026

**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday April 27, 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. Pochert Ringle moved and Ms. Barker 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; Dr. Warren – Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 4:56 p.m.

\_\_\_\_\_  
**Ruth Warren, President**

\_\_\_\_\_  
**Nicole Garcia, Vice President**

\_\_\_\_\_  
**Alan Feldbaum, Secretary**

\_\_\_\_\_  
**Hilary Barker, Member**

\_\_\_\_\_  
**Marvin Curtis, Member**

\_\_\_\_\_  
**Christine Pochert Ringle, Member**

\_\_\_\_\_  
**Rhonda Richards, Member**