

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, November 27, 2023**

CALL TO ORDER

The Library Board meeting was called to order at 4:17 by Dr. Marvin Curtis, in the Buetter Kernan Hall, at the Community Learning Center.

PRESENT

Marvin Curtis - President
Ruth Warren - Vice President
Alan Feldbaum – Secretary
Nicole Garcia – Member
Christine Porchert Ringle - Member
Terry Rensberger – Member
Ann Rosen – Member

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Rona Plummer - Chief Public Service Officer
Karen Mann – Chief Resource Officer
Dawn Matthews – Director of Branch Services
Kara Yeomans – Director of Human Resources
Lisa O’Brien – Director of Special Projects

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on October 23, 2023.
- b. Declare Excess Withdrawn Library Materials donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

Ms. Pochert Ringle moved to approve the Consent Agenda. Ms. Rosen seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

DIRECTOR’S REPORT

Ms. Stephanie Murphy gave the director’s report. She spoke about the Explore-A-Story event that was very well attended. The book this year was “I Am You” by Refiloe Moahloli. This event helps promote the library’s goal to grow and sustain readers as well as spark curiosity to learn. She then spoke briefly on the Art4 “Percy Jackson the Lightning Thief” show that was recently held in the Leighton Auditorium. Ms. Murphy gave an update on the Next Chapter. MKM has the survey results and will be giving Ms. Murphy the report soon, as well as what the next steps shall be. The community learning center has had several leaks from the roof, but was able to be

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fixed under warranty. The Annual Indiana Library conference was held, and several staff members were able to attend. Those staff had also presented at the conference on “music and early literacy.” Ms. Murphy was able to attend the DEIA conference, and learn about advocacy for library supporters. Ms. Murphy briefly mentioned the new staff orientation where new staff members meet to learn more about the library, as well as hear from several staff about their roles. She gave an update on the partnership with Cultivate Food Rescue. In the first week there were 600 meals taken. There is now a limit of 3 meals per day to help support the supply and demand. Ms. Murphy says that overall it has been a very successful partnership. She closed with mentioning that Ms. Bridget Morrey was working on the Library Foundation’s Fall Appeal, and has been cleaning up the database. There was a discussion that followed.

Dr. Garcia moved and Mr. Rensberger seconded to approve the Director’s Report. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

PATRON ENGAGEMENT REPORT

Ms. Stephanie Murphy gave the patron engagement report. She shared that there has been an increase in the door counts compared to 2022. There has also been an increase in the overdrive digital services as well as the DVD usage. Ms. Murphy then spoke about the latest Unfold events calendar.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. She began with an update on the current audit. She said that it is not complete but should be wrapping up soon. She then spoke briefly about the internal budget. She mentioned that the purchase orders will be closing on November 30th in order for the business office staff to let the books settle. Ms. Dancler mentioned Ordinance 13823. This is a property tax relief that is from the county counsel for homeowners, ages 55 and up, who have owned their home for ten or more years. Ms. Dancler is looking into the impact this will have. She then gave the share draft account information.

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

UNFINISHED BUSINESS

There was no unfinished business to come before the board.

NEW BUSINESS

a. 2024 Wages and Salaries:

Ms. Kara Yeomans and Ms. Onjanette Dancler gave a presentation on the 2024 wages and salaries plan proposal. This will not only help current employees, but will also help make the library more competitive in the job force. There was a brief discussion that followed.

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Mr. Rensberger moved and Ms. Rosen seconded to resolve to adopt the 2024 Wages and Salaries. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Mr. Feldbaum -Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

b. Change Order:

Ms. Stephanie Murphy gave the change order report. This is the retainage to pay for the window repairs at Main Library.

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

OTHER BUSINESS

There was no other business to come before the board. Ms. Rosen did want to complement the North Liberty branch on a program she was able to observe. She said that the staff did a fantastic job, and is looking forward to future events. Mr. Rensberger mentioned that he will be helping take photos with Santa at the Lakeville branch for the “Lakeville Holiday Open House” on December 9th. Dr. Curtis also wanted to complement the Dia de los Muertos ofrenda.

NEWS AND EDUCATION ITEMS

Mr. Scott Sandberg presented the Small Business Series to the board.

HEARING OF VISITORS

There was one visitor who addressed the board.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday December 18, 2023, 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
- Library Board Meeting, Monday January 22, 2023, 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
- Library Board Meeting, Monday February 26, 2023, 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

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ADJOURNMENT

Mr. Feldbaum moved and Mr. Rensberger seconded to approve to adjourn. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

The St. Joseph County Public Library Board meeting adjourned at 5:17 p.m.

Marvin Curtis, President

Ruth Warren, Vice President

Alan Feldbaum, Secretary

Nicole Garcia, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ann Rosen, Member