

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023**

At 4:15 p.m., on Monday, December 18, 2023, the St. Joseph County Public Library Board of Trustees met 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.

Marvin Curtis, President

Ruth Warren, Vice President

Alan Feldbaum, Secretary

Nicole Garcia, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ann Rosen, Member

Also present was:

- **Ms. Stephanie Murphy, St. Joseph County Public Library Executive Director**

The above signatures indicate meeting attendance.

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

CALL TO ORDER

The Library Board meeting was called to order at 4:33 by Dr. Marvin Curtis, in Classroom D, 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

ABSENT

Ann Rosen – Member

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
Jennifer Henecke - Chief Engagement Officer
Bridget Morrey - Development Director

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on November 27, 2023.
- b. Declare Excess Withdrawn Library Materials donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Grants

Ms. Pochert Ringle moved to approve the Consent Agenda. Mr. Rensberger seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - 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 first spoke about the fireplace inspections have been completed and repairs that are needed have been scheduled. There have also been repairs schedules for the Library Foundation building. Ms. Murphy continued by mentioning the Lakeville and North Liberty holiday program success. She expressed gratitude for the Lakeville Lions Club in their help with taking photos with Santa. Ms. Murphy mentioned that Studio304's

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

Jennifer Strombeck and Chad Rajski were recently interviewed by WVEP's The Sauce. She also mentioned that Emily Lovell will be presenting a webinar for the Indiana State Library. Ms. Murphy gave an update on the facility's master plan. MKM has been going over a first draft of planning and will be working on the next draft. She then moved on to the reappointment of Mr. Feldbaum for the library board. Ms. Murphy closed her report by mentioning the retirement of Deborah Miner who has worked for the library for thirty-six years.

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

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke gave the patron engagement report. She started with the total number of cardholders being 78,609. She said that digital usage was up 27%. Ms. Henecke informed the board that there were 339 meeting room bookings for the month of December, with 6,500 people in attendance.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. She started by sharing that the audit was still in process. She explained that it is for the county and that the library is in a component unit audit. The exit interview for the audit is Friday, December 22. Ms. Dancler attended the tax relief ordinance meeting, and said there should be very little impact on the library. She gave an update on the Tutt solar panels. She said over the last four months, there has been an average savings of \$291. She then moved on to the account updates. There is currently \$2.1 million in the account. In TrustIN there is a total of \$23 million with a yield of 5.39%.

Dr. Garcia moved and Mr. Feldbaum seconded to approve the Patron Engagement and Financial Reports. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - 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. Resolution to Transfer Between Gift Funds:

Ms. Pochert Ringle moved that the Library Board resolve the resolution to transfer between gift funds.

A Resolution to Transfer between Gift Funds

Whereas, the St. Joseph County Public Library maintains a fund accounting system that segregates cash according to the source and use of that cash, and;

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

Whereas, it is appropriate to transfer money from funds within the St. Joseph County Public Library accounting system in order to simplify the internal accounting processes;

NOW THEREFORE BE IT RESOLVED that the Board of the St. Joseph County Public Library authorizes the following transfer of money as follows:

- Transfer \$249,613.34 from Fund 226 Development Annual to 200 Gift
- Transfer \$ 11,790.81 from Fund 227 Development Technology to 200 Gift
- Transfer \$ 74,768.88 from Fund 228 Development Renovation to 200 Gift
- Transfer \$ 38,889.26 from Fund 229 Special Programming to 200 Gift
- Transfer \$ 43,219.39 from Fund 230 Programming to 200 Gift

ADOPTED THIS 18th DAY OF December, 2023

Ms. Pochert Ringle moved and Mr. Rensberger seconded the Resolution to Transfer between Gift Funds. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

b. Encumbrances:

Ms. Pochert Ringle moved that the Library Board resolve the resolution to encumber operating fund.

RESOLUTION TO ENCUMBER OPERATING FUND

WHEREAS, it has been determined that it is now necessary to encumber appropriations from the Operating Fund for contracts and purchase orders for items and for services, to further the projects of St Joseph County Public Library, which have not yet been delivered during 2023.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of St. Joseph County Public Library, St. Joseph County, Indiana, that the following appropriations hereby be encumbered from the 2023 budget for Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same –

PO	Amount	Vendor
60579	\$ 1,774.69	BACKSTAGE LIBRARY WORKS
60945	\$ 32,318.92	MKM ARCHITECTURE & DESIGN, INC
61054	\$ 43.75	AMAZON CAPITAL SERVICES
61057	\$ 31.50	AMAZON CAPITAL SERVICES
61069	\$ 420.68	AMAZON CAPITAL SERVICES
61070	\$ 12.93	AMAZON CAPITAL SERVICES

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

61071	\$	47.56	AMAZON CAPITAL SERVICES
61073	\$	7.99	AMAZON CAPITAL SERVICES
61151	\$	13.97	AMAZON CAPITAL SERVICES
61165	\$	33.20	SERVICE LIGHTING AND ELECTRICAL SUPPLIES
61166	\$	1,316.48	INSIGHT PUBLIC SECTOR, INC
61201	\$	6,930.00	GRASS ROOTS MEDIA INC
61221	\$	84.54	Office 360
61231	\$	369.50	Institute for Career Research
61241	\$	80.00	AMAZON CAPITAL SERVICES
61255	\$	2,998.00	DYNAMIC MECHANICAL SERVICES INC
61259	\$	298.87	AMAZON CAPITAL SERVICES
61263	\$	890.76	AMAZON CAPITAL SERVICES
61266	\$	609.18	AMAZON CAPITAL SERVICES
61276	\$	160.69	Grainger
61279	\$	134.07	AMAZON CAPITAL SERVICES
61282	\$	14.97	AMAZON CAPITAL SERVICES
61283	\$	311.85	AMAZON CAPITAL SERVICES
61289	\$	2,558.00	DYNAMIC MECHANICAL SERVICES INC
61292	\$	209.06	AMAZON CAPITAL SERVICES
61294	\$	27.99	AMAZON CAPITAL SERVICES
61296	\$	240.00	CORPORATE PAYMENT SYSTEMS
61297	\$	41.38	AMAZON CAPITAL SERVICES
61299	\$	63.48	SERVICE LIGHTING AND ELECTRICAL SUPPLIES
61300	\$	115.54	SERVICE LIGHTING AND ELECTRICAL SUPPLIES
61303	\$	44.55	AMAZON CAPITAL SERVICES
61304	\$	91.95	AMAZON CAPITAL SERVICES
61305	\$	135.00	CORPORATE PAYMENT SYSTEMS
61306	\$	55.39	Staples Business Advantage

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

61310	\$	56.00	CORPORATE PAYMENT SYSTEMS
61311	\$	412.49	AMAZON CAPITAL SERVICES
61313	\$	8,388.00	JACKSON MANUFACTURERS CO INC
61321	\$	45.99	AMAZON CAPITAL SERVICES
61322	\$	64.98	AMAZON CAPITAL SERVICES
61323	\$	35.98	AMAZON CAPITAL SERVICES
61325	\$	16.99	AMAZON CAPITAL SERVICES
61328	\$	348.15	Staples Business Advantage
61329	\$	185.35	AMAZON CAPITAL SERVICES
61332	\$	545.56	HERRMAN & GOETZ INC
61335	\$	187.41	LAKESHORE LEARNING MATERIALS
61338	\$	252.33	AMAZON CAPITAL SERVICES
61340	\$	1,837.58	AMAZON CAPITAL SERVICES
61341	\$	95.96	CORPORATE PAYMENT SYSTEMS
61342	\$	125.35	LAKESHORE LEARNING MATERIALS
61343	\$	206.30	SYSCO GRAND RAPIDS
61344	\$	63.70	AMAZON CAPITAL SERVICES
61345	\$	395.09	Express Press Inc.
61347	\$	1,730.22	AMAZON CAPITAL SERVICES
61357	\$	12.99	AMAZON CAPITAL SERVICES
61358	\$	23.98	AMAZON CAPITAL SERVICES
61359	\$	19.96	AMAZON CAPITAL SERVICES
61362	\$	54.98	AMAZON CAPITAL SERVICES
61365	\$	51.60	AMAZON CAPITAL SERVICES
61371	\$	400.00	CORPORATE PAYMENT SYSTEMS
61372	\$	42.80	CORPORATE PAYMENT SYSTEMS
61376	\$	24.99	AMAZON CAPITAL SERVICES
61377	\$	500.00	CORPORATE PAYMENT SYSTEMS

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

61379	\$	300.00	CORPORATE PAYMENT SYSTEMS
61381	\$	3,940.00	CORPORATE PAYMENT SYSTEMS
61382	\$	50.00	INDIANA LIBRARY FEDERATION
61386	\$	109.00	AMAZON CAPITAL SERVICES
61389	\$	207.51	AMAZON CAPITAL SERVICES
661074	\$	85.67	AMAZON CAPITAL SERVICES
Grand Total	\$	73,303.35	

ADOPTED THIS 18th DAY OF December, 2023

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

c. Resolution to Transfer Funds within the Library Operating Fund:

Mr. Rensberger moved that the Library Board resolve the resolution to transfer funds within the library operating fund major category.

**Resolution to Transfer Funds
Within the Library Operating Fund Major Category**

WHEREAS, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred from one line to another,

We the library board of St. Joseph County Public Library do resolve that the following transfers be made within the Library Operating Fund:

Transfer from Supplies

213 Office Supplies: Other Office Supplies \$ 750

Transfer to Supplies

212 Office Supplies: Stationery & Printing \$ 750

Transfer from Services and Charges

316 Repairs and Maintenance: Equipment Services \$ 55,000

Transfer to Supplies

221 Repair and Maintenance Supplies: Cleaning/Sanitation Supplies \$ 10,000

223 Operating Supplies: Other Operating Supplies \$ 45,000

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

Transfer from Services and Charges

311 Professional Services: Consulting Services \$ 30,000

Transfer to Services and Charges

312 Professional Services: Engineering/Architectural Services \$ 20,000

324 Communication and Transportation: Professional Meetings/Training Expenses
\$ 10,000

Transfer from Services and Charges

321 Communication and Transportation: Telephone \$ 30,000

361 Repairs And Maintenance: Building and Structure Repairs \$ 45,000

Transfer to Services and Charges

317 Other Services and Charges: Miscellaneous Services \$ 75,000

Transfer from Services and Charges

351 Utility Services: Gas \$ 32,000

Transfer to Services and Charges

352 Utility Services: Electricity. \$ 30,000

353 Utility Services: Water & Sewer. \$ 2,000

Transfer from Services and Charges

362 Repairs and Maintenance: Equipment repairs \$ 15,000

Transfer to Services and Charges

372 Rentals: Rental of Equipment \$ 15,000

ADOPTED THIS 18th DAY OF December, 2023

Mr. Rensberger moved and Dr. Garcia seconded the Resolution to Transfer Funds within the Library Operating Fund Major Category. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

d. Resolution to Transfer Rainy Day Funds:

Mr. Feldbaum moved that the Library Board resolve the resolution to transfer funds to the rainy day fund.

Resolution to Transfer Funds to the Rainy Day Fund

WHEREAS, the Board of Trustees of the St. Joseph County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

WHEREAS, there is remaining in the Operating Fund an unused and unencumbered balance; therefore, NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County Public Library do hereby transfer \$2,100,000 from the Operating Fund to the Rainy Day Fund for the purpose(s) of the support of operating expenses as needed. This fund shall be subject to the same appropriation process as other funds that receive tax money.

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 18th day of December, 2023, at which meeting a quorum was present.

Mr. Feldbaum moved Dr. Warren seconded the Resolution to Transfer Funds to the Rainy Day Fund. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

OTHER BUSINESS

a. Dates for 2024 Meetings:

Ms. Stephanie Murphy presented the 2024 meeting dates to the board.

January 22
February 26
March 25
April 22
May 20
June 24
July 22
August 26
September 23
October 28
November 25
December 23

Dr. Garcia moved and Mr. Feldbaum seconded to approve the 2024 meeting dates. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

NEWS AND EDUCATION ITEMS

There was no news and education items to come before the board.

HEARING OF VISITORS

There were no visitors who addressed the board.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday January 22, 2024, 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, 2024, 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

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, December 18, 2023

- Library Board Meeting, Monday March 25, 2024, 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

Dr. Curtis adjourned the meeting at 5:08 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