

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, February 26, 2024**

**CALL TO ORDER**

The Library Board meeting was called to order at 4:15 p.m. by Marvin Curtis, Library Board President.

**PRESENT**

Marvin Curtis - President  
Ann Rosen - Vice President  
Nicole Garcia - Secretary  
Christine Pochert Ringle – Member  
Ruth Warren - Member

**ABSENT**

Alan Feldbaum - Member  
Terry Rensberger – Member

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancler - Chief Financial Officer  
Jennifer Henecke - Chief Engagement Officer  
Dawn Matthews – Director of Branch Services  
Lisa O'Brien - Director of Special Projects  
Rona Plummer - Chief Public Service Officer  
Myra Reid - Legal Counsel

**CONSENT AGENDA**

- a. Approval of the Regular Library Board and the Library Board of Finance minutes of the meetings held on January 29, 2024.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

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

**DIRECTOR'S REPORT**

Ms. Stephanie Murphy gave the director's report. She mentioned briefly that there was an update to the master facilities plan in which Zach Benedict from MKM Architecture and Design will present later on during the meeting. Ms. Murphy then spoke on the success of the recent Science Alive program. There were 3,000 people in attendance, and overall a very happy event. There were 6 stage shows: 41 exhibitors, 32 feet of LEGO car race track, one specialty drink, several snakes, a fluffle of bunnies, one dozen instruments, 2 pairs of disembodied lungs... and

ST. JOSEPH COUNTY PUBLIC LIBRARY  
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yes, ONE SLOTH! She then mentioned another recent event that was with nationally acclaimed author, social entrepreneur and food justice advocate Michael C. Platt to discuss his inspirational story and mission to fight inequality. Ms. Murphy mentions the VITA Tax Assistance program that is currently being held at three branches. She moved on to mention that the branch managers are cross training staff. She then gave a SBReady program update. So far there have been 41 classes and 633 students. There are 17 more classes, about 300 students, scheduled for upcoming visits. Ms. Murphy closed her report by mentioning that Heidi Lovett is the new Youth Services Manager, Tony Newton the new IT manager, and that Officer Ronald Nicks will be retiring after ten years of employment.

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

### **PATRON ENGAGEMENT REPORT**

Ms. Jennifer Henecke presented the patron engagement report. She first pointed out the new format in which the report will be presented. She then moved on to highlight several stats including: 2,375 teens had used the teen room in the month of January; 1,296 meals were delivered from the Cultivate Food Rescue freezer; and 48,845 minutes were spent using the online databases.

### **FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. Ms. Dancler went over the appropriations report. She mentioned that it might seem higher now due to contract renewals, and similar items, but said that it will balance out as these items are only purchased at the beginning of the year and not throughout. There was a brief discussion that followed.

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

### **UNFINISHED BUSINESS**

There was no unfinished business to come before the Board.

### **NEW BUSINESS**

#### **a. Internal Controls Procedures and Certification**

Ms. Onjanette Dancler presented the Internal Controls Procedures and Certification to the board. This is a comprehensive internal controls document in which each staff member is required to receive the training. There was a brief discussion that followed.

Ms. Rosen moved to approve the Internal Controls Procedures and Certification. Ms. Pochert Ringle seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, February 26, 2024

**b. Program Policy**

Ms. Jennifer Henecke presented the program policy. This was a policy review largely on displays; the current practice; and details.

Ms. Pochert Ringle moved to approve the Program Policy. Dr. Warren seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

**c. Service Charges**

Ms. Rona Plummer presented public service policy service charges and updates. These updates include: the ability to sell cell phone charging cables; Studio304 printing price updates; a guest card fee change; a notary service change to be free for residents and \$5 for non-residents; and removal of items and sale of withdrawn materials as the St. Joe County Public Library Foundation oversees those items. There was a brief discussion that followed.

Dr. Garcia moved to approve the Service Charges. Ms. Pochert Ringle seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

**d. Facilities Master Plan**

Zach Benedict from MKM Architecture and Design presented on the ten-year facilities master plan, which were outlined recommendations for each of the branches.

Dr. Garcia moved to approve the Facilities Master Plan. Ms. Pochert Ringle seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

**OTHER BUSINESS**

There was no other business to come before the Board.

**HEARING OF VISITORS**

There were no visitors who wished to address the Board.

**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday March 25, 2024, 4:15 p.m. St. Joseph County Public Library River Park Branch, 2022 E. Mishawaka Ave., South Bend, IN 46615
- Library Board Meeting, Monday April 29, 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 May 20, 2024, 4:15 p.m. St. Joseph County Public

ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, February 26, 2024

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. Dr. Garcia moved and Ms. Rosen seconded to adjourn the Library Board meeting. Dr. Curtis polled the Board on the motion: Ms. Rosen - Aye; Dr. Warren - Aye; Ms. Pochert Ringle – Aye; and Dr. Curtis - Aye. The motion carried. The St. Joseph County Public Library Board meeting adjourned at 5:10 p.m.

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**Marvin Curtis, President**

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**Ann Rosen, Vice President**

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**Nicole Garcia, Secretary**

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**Alan Feldbaum, Member**

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