

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
LIBRARY BOARD MEETING MINUTES  
MONDAY, July 24, 2023**

**CALL TO ORDER**

The Library Board meeting was called to order at 4:16 by Dr. Marvin Curtis, in the Alligator Room, at the Centre Branch.

**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  
Jennifer Henecke - Chief Engagement Officer  
Rona Plummer - Chief Public Service Officer  
Karen Mann – Chief Resource Officer  
Dawn Matthews – Director of Branch Services  
Kara Pauley – Area Branch Manager  
Marissa Gebhard – Communications Manager  
Dave Heidt – Collection Development Manager  
Kara Yeomans – Director of Human Resources  
Lisa O'Brien – Director of Development  
James Masters - Legal Counsel

**CONSENT AGENDA**

- a. Approval of the Library Board minutes of the meeting held on June 26, 2023.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Grants

Ms. Pochert Ringle moved to approve the Consent Agenda. Dr. Warren 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.

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**DIRECTOR'S REPORT**

Ms. Stephanie Murphy proceeded to give the director's report. She first discussed the window repairs being completed and that the next step is to repair the windowsills/drywall. Ms. Murphy then spoke briefly about the "Shout Out" included in the board packet. She explained that this highlights what each branch is currently doing. Ms. Murphy then moved on to state that the HR department is working hard to hire more bilingual staff to promote inclusivity. Currently there are thirteen fluent staff members. She mentioned that Ms. Dancler is currently working on the budget and will have a presentation prepared for the August board meeting. Ms. Murphy reminded the board that for the September meeting, they must be in person in order to vote on the budget. She then spoke about the ACP Navigator position being filled. Ms. Murphy ended her report with the Summer Reading Club update. There were 5,187 people signed up with over 53,000 books read in seven weeks. There was a brief discussion on what made 2023's Summer Reading Club so successful among patrons.

Ms. Rosen 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. Jennifer Henecke gave the patron engagement report. She stated that the monthly card holders are rising. Ms. Henecke said she believes that is due to the success of the Summer Reading Club. There was a brief discussion on how the schools can help students obtain library cards.

**FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. She spoke briefly about the two audits that were currently being done. Ms. Dancler then stated that in August, she will present the budget to the board. She moved on to the Library's account statements. There currently is \$11.1 million in the account. TrustIN has an interest of 5.1301% and has yielded \$221,865 from March through June. There was a short discussion of cash flow. Ms. Dancler was asked if there was any update on the electric bill with the new solar panels at the Tutt branch. She said that there has not been one yet, but will bring an update to the August meeting.

Mr. Rensberger 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.

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**NEW BUSINESS**

**a. Facilities Planning Contract:**

Ms. Stephanie Murphy presented the Facilities Planning Contract. Alongside two board members, Senior Leadership has decided to move forward with MKM Design to manage the project. MKM was chosen for their performance as well as their job quality and was the lowest costing firm. The contract was reviewed by Mr. James Masters.

Dr. Garcia moved and Dr. Warren seconded to approve the Facilities Planning Contract. 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. Driver Policy:**

Ms. Kara Yeomans presented the Driver Policy. Insurance requires this policy for all staff and volunteers who drive any Library vehicle. Each driver must have the state minimum coverage, as well as a good driving record.

Ms. Rosen moved and Ms. Pochert Ringle seconded to approve the Driver Policy. 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.

**c. New Service:**

Ms. Rona Plummer presented a new proposed service. In collaboration with Cultivate Food Rescue, the Library will house a community freezer providing prepackaged and frozen meals for anyone to take. Cultivate Food Rescue will be in charge of any restock that is needed. Ms. Plummer stated that the freezer will be kept in the commons at Main Library alongside a microwave. There was a discussion on the liability of the library if someone were to become ill due to the food. Ms. Plummer said she would look into that potential liability.

Mr. Feldbaum moved and Mr. Rensberger to approve the new service to begin after the attorney is satisfied that the Library is adequately protected from liability. 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.

**HEARING OF VISITORS**

There were six visitors who addressed the board with concerns about two books in the Library's collection. In regards to the comments, Mr. Masters advised that the board needed to take action to accept that the reconsideration board followed the collection policy, and/or to have the director, Stephanie Murphy, reconsider the collection policy.

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Dr. Warren moved and Ms. Pochert Ringle seconded that the collection policy was followed. Dr. Curtis polled the Board for the vote: Ms. Rosen – Aye; Ms. Pochert Ringle – Aye; Mr. Rensberger – Aye; Dr. Garcia – Aye; Dr. Warren – Aye; Dr. Curtis Aye; Mr. Feldbaum – Nay. The motion passed.

Mr. Rensberger moved and Mr. Feldbaum seconded to have the Director review the collection policy. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Rensberger – Aye; Mr. Feldbaum – Aye; Dr. Curtis – Aye. The motion passed.

### **NEWS AND EDUCATION ITEMS**

There were no news and education items to come before the Board.

### **NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday August 28, 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 September 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 October 23, 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 November 11, 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

### **ADJOURNMENT**

Ms. Pochert Ringle moved and Ms. Rosen seconded to the motion to adjourn. Dr. Curtis polled the Board for the vote: 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 5:34 p.m.

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