

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, June 26, 2023**

CALL TO ORDER

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

PRESENT

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

ABSENT

Nicole Garcia

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Jennifer Henecke - Chief Engagement Officer
Rona Plummer - Chief Public Service Officer
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 May 22, 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- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library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: 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 proceeded to give the director's report. She first discussed the requests for proposal for the Library's Facilities Master Plan. There had been five responses, in which there will be an interview process for three of those companies.

It was asked that Ms. Murphy be authorized to enter into contract after the firms have been interviewed and a selection has been made. After a brief discussion, Mr. Feldbaum moved and

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Ms. Pochert Ringle seconded to approve that the director be authorized to enter contract. 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.

Ms. Murphy spoke about Enfocus. There have been 80 responses so far in the first week. She moved on to the Summer Reading Club kickoff event. There were 700 people in attendance. Jim Gill performed, as well as Lalo Cura, and there was a giant Velcro soccer goal that was a huge hit. Ms. Murphy moved on to talk about the Summer Feeding Site at Main. So far, there have been 40 meals served per day. She spoke briefly about the library being closed in honor of Juneteenth. Ms. Murphy then spoke about the upcoming Mural Mania in which main will be getting two murals. One will be on the garage doors and the other will be on the Friends of the Library wall. Dr. Warren spoke about how the community can help with this project and the person in charge of the event. Ms. Murphy then spoke about the interns the library has for the summer. She moved on to speak briefly about the American Library Association conference in Chicago. Nine people from SJCPL were able to attend. Ms. Murphy's three main focuses at ALA were: the effects of loneliness and how to help; diversity and equality; and the current events concerning book banning/how to help bring awareness and support. A brief discussion followed.

Mr. Rensberger moved and Ms. Rosen seconded to approve the Director's Report. 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.

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke gave the patron engagement report. She wanted to “go off report,” and speak about the Summer Reading Club. She said that there are over 4,500 people registered, which exceeded the goal of 4,000. Ms. Henecke explained how exciting it is that there are more adults registered than expected. She said that the age range was also exciting with it being mostly ages 20-40 for the adults. A brief discussion followed.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. She first spoke about the June deposits which were received, but not included in the board packet. She said that there was \$9 million in the account, and some of which will be moved into investments. Ms. Dancler moved on to talk about the Trust Indiana account. The average yield is 5.0476%. As of May, the general fund gained \$38,000 in interest. The account has \$76,331. There has been \$146,345 worth of gains since March.

Ms. Pochert Ringle moved and Dr. Ruth Warren seconded to approve the Financial Report. 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.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

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NEW BUSINESS

a. Additional Personnel Policies:

Ms. Kara Yeomans presented the additional personnel policy of Use of Force. She said that it is required by insurance to have a written policy on this included in the handbook of personnel policies.

Ms. Rosen moved and Mr. Rensberger seconded to approve the Additional Personnel Policy for Use of Force. 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.

b. Purchasing Policy:

Ms. Onjanette Dancler presented the purchasing policy. She said that as a part of internal controls there needed to be documentation to finalize/have on record that there is a purchasing policy. It is in reflection to the law with the exception that the library may choose to use XBE businesses. There was a brief discussion that followed.

Dr. Warren moved and Ms. Pochert Ringle seconded to approve the Purchasing Policy. 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.

c. Collection Development Policy:

Ms. Rona Plummer presented the updates for the collection development policy. She said that most were just clarifications of each policy, and some had additions. The policy updates included policies 4.2.2, 4.3, 4.6, and 4.8. For policy 4.2.2, this outlined an internal policy for the Local and Family History department. For the 4.3, there was a clarification update for digital services on third party vendors. For 4.6, the word "teens" was added. For the policy 4.8, it clarifies, and makes more robust, what the library process is concerning the reconsideration of library materials. These will be in effect as of July 1, 2023.

There was a brief discussion that followed concerning a typo in the 4.8 policy. On the advice of Mr. Masters, there was a motion to delete the term "service area district" in policy 4.8 and have it changed to say "district." After a brief discussion, Dr. Warren moved and Ms. Pochert Ringle seconded to delete "service area." 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.

Ms. Rosen moved and Mr. Rensberger seconded to approve the amended Collection Development Policy. 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.

OTHER BUSINESS

There was no other business to come before the Board.

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HEARING OF VISITORS

There were no visitors that wished to address the Board.

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 July 24, 2023, 4:15 p.m. St. Joseph County Public Library, Centre Branch, Alligator Room, 1150 East Kern Road, South Bend, IN 46614
- 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

ADJOURNMENT

Ms. Rosen moved and Dr. Warren seconded to approve 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 5:06 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