

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, June 24, 2024**

At 4:15 p.m., on Monday, June 24th, 2024, The Board of Trustees of St. Joseph County Public Library will meet in Executive Session as per Indiana Code 5-14-1.5-6.1(b) (2) (D) the transfer, purchase, lease, or sale of real property by the governing body.

The St. Joseph County Public Library Board of Trustees hereby certifies that no matters were discussed in the executive session other than the subject matter specified in the public notice announcing the meeting.

Marvin Curtis, President

Ann Rosen, Vice President

Alan Feldbaum, Secretary

Nicole Garcia, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ruth Warren, Member

Also present was:

- Ms. Stephanie Murphy, St. Joseph County Public Library Executive Director
- Ms. Onjanette Dancler, St. Joseph County Public Library Chief Financial Officer

The above signatures indicate meeting attendance.

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CALL TO ORDER

The Library Board meeting was called to order at 4:47 p.m. by Marvin Curtis, Library Board President.

PRESENT

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

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Jennifer Henecke - Chief Engagement Officer
Dawn Matthews – Director of Branch Services
Bridget Morrey – Development Director
Lisa O'Brien - Director of Special Projects
Rona Plummer - Chief Public Service Officer
David Heidt – Collection Development Manager
Daniel Lichty – Communications Manager
Kara Yeomans – Director of Human Resources
Myra Reid - Legal Counsel

CONSENT AGENDA

- a. Approval of the Regular Library Board meeting minutes held on May 20, 2024.
- b. Declare Excess Withdrawn Library Materials donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

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

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DIRECTOR'S REPORT

Ms. Stephanie Murphy gave the director's report. Ms. Murphy opened her report with the retirement of George Bagley, who has worked for the library for fifteen years. She moved on to share the success of the Summer Reading Club Kickoff event. There were 800 sign ups at the event, and currently over 5,000 registered. Ms. Murphy mentioned that there are two current audits including the workers comp in which Onjanette Dancler and Kara Yeomans are working together on; and a more complicated one for the 2019 GO bond in which they are working closely with the auditors to have it be a successful one. She gave a brief update on the renovation plans for the Centre branch, and that Francis had to close early one day due to cooling issues. She then said that the HVAC unit has been ordered, and is hoped to be installed in September. Ms. Murphy closed the report by sharing that she has joined the Indiana Library Federation's advocacy committee, to try to expand that legal definition to include programming and other services modern libraries provide in response to some of last year's proposed legislation. There was a brief discussion that followed.

Ms. Pochert Ringle moved and Dr. Warren seconded to approve the Director's Report. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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. Ms. Henecke began her report by sharing that the 2024 Summer Reading Club is surpassing all of the 2023 numbers. The number of books read so far is over 13,000. The active cardholders are 1,000 more than in 2023, and the room reservations have increased at each branch. Ms. Henecke closed her report by sharing that circulation of physical copies is down, but the digital circulation is up, which is following the trend, and is not a concern.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler opened her report stating that the library is still within budget and is 10% below the planned budget. She moved on to say that the utility bill has a small increase for the Lakeville branch due to a new meter that had been installed. She then moved on to share that the TrustIN account still has a yield of 5.35% and that the June draws were on time. She briefly spoke on the two current audits sharing that they are going well. There was a brief discussion that followed.

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

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NEW BUSINESS

a. Personnel Policies

Ms. Kara Yeomans presented the 2024 Employee Handbook personnel policy updates to the board.

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

b. Purchasing Policies

Ms. Stephanie Murphy presented the purchasing policies to the board. The policy was reviewed with no changes added.

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

c. Collection Development Policy

Mr. David Heidt presented the collection development policy updates to the board. These updates clarify language to solidify the policies.

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

d. Resolution to Transfer Between Fund Lines

Ms. Onjanette Dancler presented the Resolution to Transfer Between Fund Lines to the board.

Ms. Pochert Ringle moved to approve the Resolution to Transfer Between Fund Lines. Dr. Garcia seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – 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.

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News and Education

There were no items to report.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday, July 22, 2024, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend IN 46601.
- Library Board Meeting, Monday, August 26, 2024, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend IN 46601.
- Library Board Meeting, Monday, September 23, 2024, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend IN 46601.

ADJOURNMENT

There was no further business to come before the Board. Mr. Feldbaum moved and Ms. Rosen seconded to adjourn the Library Board meeting. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried. The St. Joseph County Public Library Board meeting adjourned at 5:35 p.m.

Marvin Curtis, President

Ann Rosen, Vice President

Nicole Garcia, Secretary

Alan Feldbaum, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ruth Warren, Member