

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, January 24, 2022, in the Beutter-Kernan Hall of the Community Learning Center, 305 South Michigan Street, South Bend, Indiana 46601 and virtually via Zoom at 5:00 p.m. (Eastern Standard Time), pursuant to notice duly given, in accordance with the rules of the Board. All Library Board members received legal notice of the meeting. The meeting was called to order by Ms. Christine Pochert-Ringle, Library Board President, and the minutes of the meeting were recorded by Ms. Rachel Yike, Executive Assistant.

Agenda Item #2 – Determination of Quorum

Ms. Pochert-Ringle conducted the meeting, and Members of the Board were present in-person as follows: Ms. Christine Pochert-Ringle, President; Ms. Ann Rosen, Vice President; Dr. Marvin Curtis, Secretary; Ms. Sally Carlin and Mr. Alan Feldbaum, Members. Mr. Terry Rensberger, Member, was present for the meeting virtually.

Mr. John Wibbens, Member, was in attendance virtually for the meeting but did not attend as a voting member.

At 5:01 p.m., Ms. Pochert-Ringle announced there was a quorum of Board members present for the meeting.

Representing the St. Joseph County Public Library were Ms. Debra Futa, Executive Director; Ms. Trish Coleman, Chief Operating Officer for Public Services; Ms. Sarah Hill, Chief Resource Officer; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Kelley Kitchen, Chief Financial Officer and Treasurer for the Library; Ms. Lisa O'Brien, Director of Development; and Ms. Kara Yeomans, Human Resources Officer.

Mr. James A. Masters, Attorney for the Library, was present in person for the meeting.

Agenda Item #3 – Nominations and Elections of Library Board Officers for 2022

The Library Board By-Laws, Article V, Section 2, states that no person shall hold the same office for more than two consecutive years. The 2021 officers have served one year in their current positions and are eligible for re-election in those positions.

Mr. Feldbaum nominated Ms. Pochert-Ringle to serve as President; Ms. Rosen to serve as Vice President; and Dr. Curtis to serve as Secretary of the Library Board for 2022.

Ms. Pochert-Ringle asked if there were any further nominations for the officers of the Library Board. Ms. Carlin moved to close the nominations. Dr. Curtis seconded. Ms. Pochert-Ringle polled the Board on the vote for herself as President; Ms. Rosen as Vice President; and Dr. Curtis as Secretary: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye.

2022 Officers of the Library Board:

President:	Christine Pochert-Ringle
Vice President:	Ann Rosen
Secretary:	Marvin Curtis

Agenda Item #4 – New Board President Appointments

Ms. Pochert-Ringle, Library Board President, announced her appointments for 2022 to the three standing Library Board committees as follows:

Finance Committee:	Chair:	Terry Rensberger
	Member:	Marvin Curtis
Human Resources Committee:	Chair:	John Wibbens
	Member:	Ann Rosen
Public Service Committee:	Chair:	Alan Feldbaum
	Member:	Sally Carlin

Agenda Item #5 – Annual Library Board Resolution

Ms. Rosen moved that the Board adopt the Annual Resolution, naming Kelley Kitchen as Treasurer of the Board; naming the Treasurer as signatory; authorizing the use of the Treasurer’s facsimile signatory for Library warrants, investments, and bank accounts; and authorizing the surety bond of the Treasurer for 2022. Dr. Curtis seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of
Annual Library Board Resolution on
Use of Facsimile Signature, Investment of
Funds & Surety Bond for Treasurer
(See next page)

SPREAD of
Annual Library Board Resolution on
Use of Facsimile Signature, Investment of
Funds & Surety Bond for Treasurer
(See below)

Agenda Item #6 – Library Board Resolution to Re-Affirm Board By-Laws

Mr. Feldbaum moved to reaffirm the Library Board By-Laws as presented. Ms. Carlin seconded the motion. Ms. Pochert-Ringle asked the Board for any questions. Hearing none, she polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of
St. Joseph County
Public Library Board
By-Laws
(See below)

Agenda Item #7 – Library Board Resolution to Approve the Employee Handbook of Policies and Procedures & SJCPL Public Service Policy Manual

The Employee Handbook and Public Service Policy Manual include policy changes approved in 2021.

Dr. Curtis made a motion to approve the Employee Handbook of Policies and Procedures and the SJCPL Public Service Policy Manual as presented. Ms. Rosen seconded. Ms. Pochert-Ringle asked the Board for any further discussion then polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of
Employee Handbook of
Personnel Policies and
Procedures
(See below)

SPREAD of
Public Service
Policies 2022
(See below)

Agenda Item #8 – Annual Schedule of Library Board Meetings

Mr. Feldbaum moved to approve the annual schedule of meetings for 2022, with the September meeting to be held on September 19 instead of September 26. Mr. Rensberger seconded the motion. Ms. Pochert-Ringle polled the Board for the vote: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of
St. Joseph County Public
Library 2022 Board
Meeting Calendar
(See below)

Agenda Item #9 – Adjournment

With no further business, Ms. Pochert-Ringle asked for a motion to adjourn. Ms. Carlin moved to adjourn the Library Board Annual meeting. Ms. Rosen seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: Ms. Carlin – Aye; Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; and Ms. Pochert-Ringle – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Public Library Annual Board meeting adjourned at 5:07 p.m.

Christine Pochert-Ringle, President

Ann Rosen, Vice-President

Marvin Curtis, Secretary

Alan B. Feldbaum, Member

Terry R. Rensberger, Member

Ruth Warren, Member

John Wibbens, Member