

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, July 25, 2022, in Classroom B of the Community Learning Center, 305 South Michigan Street, South Bend, Indiana 46601 and virtually via Zoom at 4:15 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, Library Board President; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum, Mr. Terry Rensberger, Dr. Ruth Warren, and Mr. John Wibbens, Members. Ms. Ann Rosen, Vice President, was present virtually for the meeting.

At 4:15 p.m., Ms. Pochert Ringle announced that a quorum of Board members was present for the meeting.

Representing the St. Joseph County Public Library were Ms. Stephanie Murphy, Executive Director; Ms. Trish Coleman, Chief Operating Officer for Public Services; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Sarah Hill, Chief Resource Officer; Ms. Kelley Kitchen, Chief Financial Officer and Treasurer for the Library; Ms. Lisa O'Brien, Director of Development; Ms. Rona Plummer, Director of Branch Services; Ms. Kara Yeomans, Human Resources Manager; Mr. David Heidt, Collection Development Manager; and Ms. Amy Vicsik, Collection Development Assistant Manager.

Mr. James A. Masters and Mr. Robert Masters, Attorneys for the Library, were also present in person for the meeting.

Agenda Item #3 – Library Board Minutes of the meeting held on June 27, 2022

Ms. Pochert Ringle asked if there were any corrections for the June meeting minutes. Dr. Warren moved to approve the June 27, 2022 meeting minutes as presented. Mr. Rensberger seconded the motion. Ms. Pochert Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

Ms. Murphy has spent her first month with the Library looking at the Library's finances, along with visiting branches throughout the system and the departments at Main Library to meet staff. The rainbow story time that was disrupted in June has been rescheduled for August, and consistent and clear messaging for Library staff about the event is being drafted, as well as a Public Safety plan.

COVID-19 continues to affect the Library, with some locations having adjusted hours to compensate for low staffing.

The Library's cardholdership has increased in the last quarter, and many cards are being used to access services, like free printing and faxing, from the Library besides borrowing materials.

Dr. Curtis made a motion to approve the Director's Report. Mr. Wibbens seconded. Ms. Pochert Ringle asked if there were any further questions or any further discussion. Hearing none, she polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List

Mr. Feldbaum moved to approve payment on the items on the Library Bill List for July 25, 2022. Dr. Curtis seconded the motion. Ms. Pochert Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill
List for July 25, 2022
(See below)

Agenda Item #6 – Personnel Changes

Dr. Curtis moved to approve the Personnel Changes as presented. Dr. Warren seconded the motion. Ms. Pochert Ringle asked the Board for any further discussion, and when there was none, she polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – July 25, 2022
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No Special Library Board Committee meetings were held since the June 2022 Library Board meeting.

Agenda Item #8 – Unfinished Business

There was no unfinished business to come before the Board.

Agenda Item #9 – New BusinessAgenda Item #9a – SJCPL 2022 Staff Day

This year, the Library would like to close all locations for staff to participate in Staff Development Day on Monday, October 10. The date is also Indigenous' Peoples Day, and many patrons already assume the Library is closed that day.

Mr. Feldbaum moved to authorize the Board to close all Library facilities on Monday, October 10, 2022 for the Library's annual Staff Day. Mr. Wibbens seconded. Ms. Pochert-Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Kara Yeomans, Lisa
O'Brien and Sarah Hill
RE: Board Approval Requested for
Staff Day 2022
(See next page)

SPREAD of Memo from
Kara Yeomans, Lisa
O'Brien and Sarah Hill
RE: Board Approval Requested for
Staff Day 2022
(See below)

Agenda Item #9b – 2023 Budget Preview

The Library is required to hold public hearings on and advertise its budget, and the approved budget cannot be higher than advertised. Because of the circuit breaker, the Library has lost about 25% of its levy in recent years.

No formal Board action was required at this time. In August, the Board will hold the Public Hearing on the 2023 Budget.

Agenda Item #9c – Materiality Policy

The materiality policy sets a number at which a financial loss would be impactful and trigger an investigation. The Library's current policy is set at \$500.00 for cash and \$500.00 for non-cash items. For a Library system of SJCP's size, it is recommended that the threshold for non-cash items be \$5,000.00, and the proposed changes to the policy would raise that threshold to that amount.

Dr. Curtis moved to approve the proposed changes to the Library's Materiality Policy. Mr. Rensberger seconded the motion. Ms. Pochert Ringle polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of St. Joseph County
Public Library Threshold of
Materiality Policy
(See below)

Agenda Item #9d – Reimbursement Adjustment

Mr. Rensberger made a motion that the Library not require employees pay back overpayments for Educational Assistance reimbursement. Dr. Curtis seconded. Ms. Pochert Ringle asked the Board for any further discussion then polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Kelley Kitchen
Re: Educational Assistance
Payments
(See below)

Agenda Item #9e – Library Board Resolution to Declare Excess Withdrawn Library Materials

Dr. Curtis moved that the Board resolve to declare 4,172 items excess withdrawn Library Materials be sold to the Friends of the Library for \$1.00. Mr. Wibbens seconded the motion. Ms. Pochert Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of June 2022
Materials Declared Excess
(See below)

Agenda Item #10 – Other Business

There was no other business to come before the Board.

Agenda Item #11 – Hearing of Visitors

Ms. Pochert Ringle invited members of the public to address the Board. Mr. Rodney Gadson, President of the South Bend Tenant Association, spoke to the Board about the organization's curriculum for high school students.

Agenda Item #12 – News and Education ItemsAgenda Item #12a – Collection Development

Mr. David Heidt, the Library's Collection Development manager, and Ms. Amy Vicsik, the department's Assistant Manager, spoke to the Board about the Library's Collection Development policies in the midst of a growing number of book challenges throughout the country.

The Library seeks to provide a diverse, equitable and inclusive collection of materials and does not mark or identify materials that may be offensive to some, allowing patrons to make their own judgment calls about the work. The Library's policy is to leave the responsibility for the use of materials and equipment by minors with parents and guardians.

Collection Development has been tracking book challenges and investigations throughout the nation and state this year. Bills were introduced in Indiana but did not pass, and there have been challenges to books, displays, and programs offered at libraries throughout the state.

The Board can help Collection Development by advocating for the Library and the whole community and contacting government officials, as well as creating a planned Board effort if bills are introduced in the state that would limit the Library's work.

The Library has a process for handling any challenges it receives about materials. Patrons have the option to fill out a Reconsideration Form, which will be sent to the Collection Development department to review the materials and respond to the patron. When the Library receives a Request for Reconsideration Form, the department reviews the material, and Administration is informed of the request and the response. The response is sent to the patron, and the patron may choose to bring the complaint to the Director or Library Board.

Agenda Item #13- Next Library Board Meeting Dates

- a. Library Board Closed Executive Session, Monday July 25, 2022, immediately following the regular Library Board meeting, for the purpose of discussing an individual employee's performance evaluation as provided by IC 5-14-1.5-6.1(b)(9). St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend IN 46601.
- b. Library Board Meeting, Monday August 22, 2022, 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.
- c. Library Board Meeting, Monday September 19, 2022, 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.
- d. Library Board Meeting, Monday October 24, 2022, 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.
- e. Library Board Meeting, Monday November 28, 2022, 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.

Agenda Item #14 – Adjournment

With no further business to come before the Board, Ms. Pochert Ringle asked for a motion to adjourn. Mr. Feldbaum made a motion to adjourn the Library Board meeting. Dr. Warren seconded. Ms. Pochert Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Dr. Warren – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Public Library Board meeting adjourned at 5:34 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