

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, August 22, 2022, in Ballroom A 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, Board President; Ms. Ann Rosen, Vice President; Dr. Marvin Curtis, Secretary; Mr. Alan Feldbaum, Mr. Terry Rensberger, Dr. Ruth Warren, and Mr. John Wibbens, Members.

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

Representing the St. Joseph County Public Library in person were Ms. Trish Coleman, Chief Operating Officer for Public Services; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Sarah Hill, Chief Resource Officer; Ms. Lisa O'Brien, Director of Development; Ms. Rona Plummer, Director of Branch Services; and Ms. Kara Yeomans, Human Resources Manager. Ms. Stephanie Murphy, Executive Director, joined the Board meeting via Zoom.

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

Agenda Item #3 – Library Board minutes of the meetings held on July 25, 2022

Dr. Curtis made a motion to approve the minutes of the Library Board meeting and Closed Session 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 recently completed her meetings with Library staff at each branch and department. With the information from those visits, Ms. Murphy plans to review the Library's strategic plan and prioritize accordingly. She has also met with leaders and groups in the community, including Downtown South Bend, IUSB, and South Bend Rotary.

The 2023 Budget has been prepared with help from Baker Tilley, and the Public Hearing on the Budget is scheduled for later in the Board meeting.

Indiana State Library will offer board training for the Library's Board in the Community Learning Center on October 12 at 4:00 p.m., as well as any other library boards in the area who may wish to attend.

The St. Joseph County Public Parks Foundation recently awarded the Library the Oak Tree Award in acknowledgement of the Library's participation with the parks system.

The number of new cardholder signups continues to surpass the numbers from 2019, probably driven by the Library's offering of free faxing and printing for cardholders. Year-to-date, the Library has signed up about 8,000 new cardholders. In addition, the Library has reengaged about 2,900 inactive cardholders so far in 2022.

Mr. Feldbaum moved to approve the Director's Report. Dr. Warren seconded. Ms. Pochert Ringle asked the Board for any further discussion or questions then 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.

Agenda Item #5 – Library Bill List

Ms. Rosen moved to approve payment on the Bill List for August 22, 2022. Mr. Rensberger seconded the motion. Ms. Pochert Ringle asked for any further discussion; 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 Library Bill  
List for August 22, 2022  
(See below)

Agenda Item #6 – Personnel Changes

Mr. Rensberger moved to approve the Personnel Changes as presented. 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 Human Resources  
Changes – August 22, 2022  
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

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

Agenda Item #8 – Unfinished Business

There was no unfinished business to come before the Board.

Agenda Item #9 – New BusinessAgenda Item #9a – 2023 Budget Hearing

The Board is scheduled to adopt the 2023 Budget at the September Library Board meeting.

Ms. Pochert Ringle invited members of the public to address the Board regarding the 2023 Budget. There were no members of the public present in the meeting.

Mr. Feldbaum moved to close the Public Hearing on the 2023 Budget. 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 Budget Form  
1 – Budget Estimate  
(See next page)

SPREAD of Budget Form  
1 – Budget Estimate  
(See below)

Agenda Item #9b – Tuition Reimbursement Policy

In 2021, the Board voted to update the Library's policy on tuition reimbursement. The proposed changes at this meeting clarify the policy for staff.

Mr. Renberger made a motion to approve the Tuition Reimbursement Policy as presented. Dr. Curtis 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 Memo from  
Kara Yeomans  
RE: Board Approval Requested  
Updated Educational  
Reimbursement Policy  
(See below)

Agenda Item #9c – Appoint a Treasurer pro tem

The Library is currently without a Chief Financial Officer, who also serves as the Board's Treasurer, and the Library recommends appointing Ms. Hill as the Library's Treasurer temporarily.

Mr. Feldbaum moved that the Board appoint Sarah Hill as the Library's Treasurer pro tem. Ms. Rosen 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.

SPREAD of Memo from  
Stephanie Murphy  
RE: Appointment of  
Treasurer pro tem  
(See below)

Agenda Item #9d – Holidays

If Christmas or New Year's Day fall on a Sunday, as they do in 2022, the Library's current policy is to open the following Monday until 6:00 p.m. In order to avoid staffing shortages around the holidays this year, the Library is asking the Board to close all locations on Monday, December 26.

In addition, the Library is asking to change its holidays. Instead of observing New Year's Eve as a paid holiday, the Library proposes opening that date and closing all locations on Juneteenth starting in 2023.

Mr. Rensberger moved to approve the changes to Library holidays. Dr. Curtis seconded the motion. 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  
Kara Yeomans  
RE: Paid Holidays  
Policy Update  
(See next page)



SPREAD of Memo from  
Kara Yeomans  
RE: Paid Holidays  
Policy Update  
(See below)

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

Dr. Curtis moved that the Board resolve to declare 5,848 items excess withdrawn Library Materials be sold to the Friends of the Library for \$1.00. 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 July 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 any visitors to address the Board. There were no members of the public present in the meeting.

Agenda Item #12 – News & EducationAgenda Item #12a – Strategic Plan Update

Ms. Trish Coleman, Chief Officer for Public Services, and Ms. Jennifer Henecke, Chief Engagement Officer, spoke to the Board about the Library's progress on its strategic plan. The plan includes five main goals: grow and sustain readers, build a stronger community, spark curiosity to learn, expand access, and ensuring library sustainability.

The Library has worked on these goals in a variety of ways throughout the system. Examples include creating system-wide storytime schedules to reach young readers, serving as a summer lunch site for the South Bend Community School Corporation, constructing study rooms at Western Branch as well as an outdoor space at LaSalle Branch, partnering with neighborhood businesses and organizations, circulating WiFi hotspots to patrons at six branches, creating a new evaluation process, completing a study of its facilities, and engaging the Friends of the Library Board in fundraising for the Library.

Agenda Item #13 – Next Library Board meeting dates

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.

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.

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.

Library Board Meeting, Monday December 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

Agenda Item #14 – Adjournment

With no further business to come before the Board, Ms. Pochert Ringle asked for a motion to adjourn the meeting. Dr. Curtis moved to adjourn the August 2022 Library Board meeting. Ms. Rosen 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. The St. Joseph County Public Library Board meeting adjourned at 5:25 p.m.

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Christine Pochert-Ringle, President

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Ann Rosen, Vice-President

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Marvin Curtis, Secretary

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Alan B. Feldbaum, Member

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Terry R. Rensberger, Member

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Ruth Warren, Member

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John Wibbens, Member