

Agenda Item #1 – Call to Order

The St. Joseph County Public Library Board met on Monday, September 19, 2022, in Beutter-Kernan Hall 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, Payroll Specialist.

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. Terry Rensberger and Mr. John Wibbens, Members. Mr. Alan Feldbaum, Member, joined the meeting virtually.

Dr. Ruth Warren, Member, was absent from the meeting.

Representing the St. Joseph County Public Library in person were Ms. Stephanie Murphy, Executive Director; Ms. Trish Coleman, Chief Operating Officer for Public Services; Ms. Onjanette Dancler, Chief Financial Officer; 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; Ms. Kara Yeomans, Human Resources Manager; and Ms. Karen Mann, Branch Manager of LaSalle Branch.

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

Agenda Item #3 – Library Board Minutes of the meeting held on August 22, 2022

Ms. Pochert Ringle asked the Board if there were any corrections to the August meeting minutes. Dr. Curtis moved to approve the August 22, 2022 minutes as presented. 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; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #4 – Director's Report

The Rainbow Storytime program, which was rescheduled from its original June date after being disrupted by protestors, was held in August without incident, with about 20 people in attendance.

A recent Library program, hosted in partnership with Notre Dame and Indiana University South Bend, covered the topic of galaxies and how they form. In the past, Notre Dame has held the program with few attendees; with the Library hosting this time, about 40 people attended the program, with more upcoming events in the series.

Ms. Murphy introduced several new members of the Library's Senior Leadership team. Ms. Onjanette Dancler is the Library's new Chief Financial Officer, and Ms. Karen Mann, the current Manager of LaSalle Branch, will replace Ms. Sarah Hill as Chief Resource Officer in October. With the upcoming retirement of Chief Public Service Officer Ms. Trish Coleman, the Library will promote Ms. Rona Plummer, current Director of Branch Services, to fill that role.

The Library continues to see steady growth in the areas of computer and WiFi usage, along with reengaged cardholders and new cardholders.

Dr. Curtis moved to approve the Director's Report as presented. 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; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

Agenda Item #5 – Library Bill List

The September Bill List includes some final payments for the construction of Main Library, though the Library is still waiting for several final bills and holding some payments for retainage until work is completed.

Ms. Rosen moved to approve payment on the items on the Library Bill List for September 19, 2022. Dr. Curtis seconded. Ms. Pochert Ringle polled the Board on the motion: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Library Bill
List for September 19, 2022
(See below)

Agenda Item #6 – Personnel Changes

Mr. Wibbens made a motion to approve the Personnel Changes as presented. Ms. Rosen seconded the motion. Ms. Pochert Ringle asked the Board for any further discussion then polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Human Resources
Changes – September 19, 2022
(See below)

Agenda Item #7 – Reports of Special Library Board Committees

No committee meetings were held since the August 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 – 2023 Budget Adoption

Dr. Curtis moved that the Board resolve to adopt the proposed 2023 Budget. Mr. Rensberger seconded. Ms. Pochert Ringle asked the Board for any further questions or discussion before polling the Board for on the motion: Dr. Curtis – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present, with the exception of Mr. Feldbaum, who was unable to vote due to attending remotely.

SPREAD of Ordinance or
Resolution for Appropriations
and Tax Rates
(See next page)

SPREAD of Ordinance or
Resolution for Appropriations
and Tax Rates
(See below)

Agenda Item #9b – Appoint a Treasurer

Dr. Curtis made a motion to appoint Ms. Onjanette Dancler, the Library's Chief Financial Officer, as Library Treasurer. 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; 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
(See below)

Agenda Item #9c – Accept Grants

Mr. Rensberger moved that the Board accept the PLA Digital Literacy Workshop Training Incentive, the Stanley A. and Flora P. Clark Community Trust Foundation, and Muessel-Ellison Memorial Trust Foundation Grants. Ms. Rosen seconded. Ms. Pochert Ringle asked the Board for any further discussion then polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Lisa O'Brien
Re: Board Acceptance of
PLA and Foundation Grants
(See below)

Agenda Item #9d – Concert in the Courtyard

Mr. Wibbens made a motion to approve the proposed fundraising event, Concert in the Courtyard, scheduled for Friday, September 23, 2022. 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; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Lisa O'Brien
Re: Concert in the
Courtyard Fundraiser
(See below)

Agenda Item #9e – Updates to Public Service Policy Manual

Proposed changes to the Library's Public Service Policy Manual include the removal of a section on inventory closing, a new surveillance policy, and updates to the Code of Conduct related to food and beverages, service animals, and smoking on Library property. The updates also contain an official policy on the Library's use of images for marketing and publicity.

Dr. Curtis made a motion to approve the proposed updates to the Public Service Policy Manual. Ms. Rosen seconded. Ms. Pochert Ringle asked the Board for any further discussion then polled the Board for the vote: Dr. Curtis – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Rosen – Aye; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of Memo from
Trish Coleman, Jenni
Henecke, and Sarah Hill
RE: Board Approval Requested
for Public Service Policy
Manual Changes
(See next page)

SPREAD of Memo from
Trish Coleman, Jenni
Henecke, and Sarah Hill
RE: Board Approval Requested
for Public Service Policy
Manual Changes
(See below)

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

Dr. Curtis moved that the Board resolve to declare 4,129 item excess withdrawn Library Materials be sold to the Friends of the Library. 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; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present.

SPREAD of August 2022
Materials Declared Excess
(See below)

Agenda Item #10 – Other Business

There was no other business to come before the Board at the meeting.

Agenda Item #11 – Hearing of Visitors

Ms. Pochert Ringle invited members of the public to address the Board if they wished. There were no visitors present in the meeting.

Agenda Item #12 – News & Education

There were no items to report.

Agenda Item #13 – Next Library Board Meeting dates

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 Closed Executive Session, Monday October 24, 2022 or immediately following the regular monthly open meeting to discuss job performance evaluation of individual employees as provided by IC 5-14-1.5-6.1(b)(9).

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.

Library Board Meeting, Monday January 23, 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.

Agenda Item #14 – Adjournment

There was no further business to come before the Board. Dr. Curtis moved to adjourn the September 2022 Library Board meeting. 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; Mr. Wibbens – Aye; and Ms. Pochert Ringle – Aye. The motion carried unanimously by all Board members present. The St. Joseph County Library Board meeting adjourned at 5:07 p.m.

Christine Pochert Ringle, President

Ann Rosen, Vice President

Marvin Curtis, Secretary

Alan Feldbaum, Member

Terry Rensberger, Member

Ruth Warren, Member

John Wibbens, Member