

### **Call to Order**

The St. Joseph County Public Library Board met on Monday, October 24, 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.

### **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; Mr. Alan Feldbaum, Mr. Terry Rensberger, Dr. Ruth Warren, and Mr. John Wibbens, Members. Ms. Ann Rosen, Vice President; and Dr. Marvin Curtis, Secretary, joined the meeting virtually. Dr. Curtis left the Board meeting at 4:55 p.m.

Representing the St. Joseph County Public Library were Ms. Stephanie Murphy, Executive Director; Ms. Onjanette Dancler, Chief Financial Officer and Treasurer for the Library; Ms. Jennifer Henecke, Chief Engagement Officer; Ms. Karen Mann, Chief Resource Officer; Ms. Rona Plummer, Chief Operating Officer for Public Services; Ms. Dawn Matthews, Director of Branch Services; and Ms. Kara Yeomans, Human Resources Manager.

Mr. James A. Masters, Attorney for the Library, and Ms. Jody Kinsey, of USI, were also present in-person for the meeting.

### **Library Board Minutes of the meeting held on September 19, 2022**

Mr. Rensberger moved to approve the September Library Board minutes as presented. Dr. Warren 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.

### **Director's Report**

Ms. Murphy introduced the final member of the Library's Senior Leadership team. Ms. Dawn Matthews is the new Director of Branch Services after serving as the Area Branch Manager, overseeing the Centre, Lakeville, and North Liberty Branches.

Staff Day 2022 was successful. Zach Benedict discussed negative outcomes of loneliness and how libraries act as a connection for people, which aligns with the Library's mission. Staff Day provided useful training for staff, and staff members also participated in a Shark Tank event allowing them to present ideas for new initiatives, with the winning presentation being a merchandise shop housed in St. Joe Coffee Co. selling Library-related items. This will fund the other proposal of circulating Baby Brain Kits.

One Book One Michiana is down to three titles to vote on.

A tour was conducted for Councilman Randy Figg.

Ipads have been added to the outside of meeting and study rooms. They will be connected to schedules soon to allow people to find their rooms with ease.

The Kindness Machine was housed at the Main Library for one week. It was a vending machine to encourage random acts of kindness.

On October 7, the Library, partnering with Goodwill of Michiana, Inc., The Beacon Resource Center, Dismas House of Indiana, Inc. and Life Outside Reentry Assistance, Inc., had over 100 community members participate in the reentry simulator which provided a look into being reentered into the community after incarceration.

Changes will be made to the formatting of the agenda to the consent agenda to provide more time for News and Education as a way for the Board to stay informed. The consent agenda would require one vote rather than four votes, and the Board is welcome to ask questions about any of those items as they wish.

The Library's first Concert in the Courtyard, held on September 23 with the Friends of the Library, raised about \$2,000.00. Because of the event's success, the Library and the Friends of the Library will explore holding similar fundraisers in the future.

The new cardholder retention rate is at 56% this year, increasing from the 32% at this time last year. This rate has been increasing throughout the year, and the Library expects the rate to continue increasing through the rest of this year. The Library is performing better than libraries of similar caliber in population and budget. There were approximately 1,300 new cardholders in September.

Mr. Feldbaum made a motion to approve the Director's Report. Mr. Wibbens 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.

### **Library Bill List**

Dr. Curtis moved to approve payment on the items on the Library Bill List for October 24, 2022. 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  
Library Bill List  
for October 24, 2022  
(See next page)

SPREAD of  
Library Bill List  
for October 24, 2022  
(See below)

**Personnel Changes**

Mr. Wibbens moved to approve the Personnel Changes as presented. Mr. Rensberger seconded the motion. Ms. Pochert Ringle asked the Board for any further discussion or questions; hearing none, she 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 -  
October 24, 2022  
(See below)

**Reports of Special Library Board Committees:**

There were no Special Library Board Committee meetings.

**Unfinished Business**

There was no unfinished business to come before the Board.

**New Business:****Inflation Stipend**

Due to inflation, the Library will provide employees with a one time stipend to occur in the first payroll in November. The stipends will not cause the Library to exceed its overall budget for staffing for the year.

Dr. Curtis made a motion to approve the proposed inflation stipend for SJCPL staff. Dr. Warren 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  
Onjanette Dancler  
Re: Proposed 2022 Employee  
Inflation Stipend  
(See next page)

SPREAD of Memo from  
Onjanette Dancler  
Re: Proposed 2022 Employee  
Inflation Stipend  
(See below)

**Wells Fargo Resolution for Certificate of Incumbency**

Dr. Curtis left at this point in the Board meeting, at 4:55 p.m.

Mr. Feldbaum made a motion to approve the Wells Fargo Resolution for Certificate of Incumbency naming Ms. Stephanie Murphy, Executive Director, and Ms. Onjanette Dancler, Chief Financial Officer and Treasurer for the Library, as authorized entities. Dr. Warren seconded the motion. Ms. Pochert Ringle polled the Board on the motion: 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 Resolution of  
Board of Directors  
Certificate of Incumbency  
(See below)

**Special Event Cafe Hours**

Mr. Feldbaum made a motion to approve the proposal of authorizing the Library's Executive Director to approve changes in cafe hours during days and times that the Library's cafe is closed or during a special event at the Library. Mr. Wibbens seconded the motion. Ms. Pochert Ringle polled the Board on the motion: 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  
Lisa O'Brien  
Re: Approval for Special  
Event Cafe Hour Change  
(See below)



**2023 Staff Day**

Ms. Rosen made a motion to close all Library facilities on Thursday, September 28, 2023 for the Library's annual Staff Day. Mr. Rensberger seconded the motion. Ms. Pochert Ringle polled the Board on the motion: 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  
Lisa O'Brien  
Re: Board Approval  
Requested for Staff  
Development Day 2023  
(See below)

**2023 Health & Life Insurance Renewal**

Jody Kinsey from USI presented a proposal for the 2023 renewal information for fringe benefits. Health insurance fixed costs are down 14.7% with expected overall costs down slightly. Dental insurance sees an increase of 3.5%, vision and life remain the same. She also recommended adding an option for staff to buy additional life insurance, which would be no cost to the library.

Mr. Rensberger moved to accept USI's proposal and recommendations to renew health and life insurance for 2023. 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.

SPREAD of Executive  
Summary  
(See below)

**Library Board Resolution to Declare Excess Withdrawn Library Materials:**

Moving forward, the Library will donate withdrawn items to the Friends of the Library, rather than have the Friends purchase the materials.

Mr. Feldbaum moved that the Board approve the resolution to declare 13,112 excess withdrawn Library materials be donated to the Friends of the Library. Mr. Wibbens seconded the motion. Ms. Pochert-Ringle polled the Board on the motion: 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 September 2022  
Materials Declared Excess  
(See below)

**Other Business**

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

**Hearing of Visitors**

Mr. Joseph Shabazz, resident of South Bend, addressed the Board about concerns surrounding the lack of diversity in the contractors used for the Main Library construction and renovation project.

**News and Education Items**

There were no items to report.

**Next Library Board meeting dates:**

- Library Board Closed Executive Session, Monday October 24, 2022, at 5:00 p.m. or immediately following the regular monthly open meeting for the purpose of discussing the Director's performance evaluation 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.
- Library Board Meeting, Monday February 27, 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.

**Adjournment**

There was no further business to come before the Board. Ms. Rosen moved to adjourn the October 2022 Library Board meeting. Mr. Rensberger seconded the motion. Ms. Pochert Ringle polled the Board on the motion: 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 Library Board meeting adjourned at 5:18 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 Feldbaum

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Terry Rensberger

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Ruth Warren

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John Wibbens