

Call to Order

The St. Joseph County Public Library Board met on Monday, November 28, 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. Samantha Hoover, Receptionist.

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; and Dr. Marvin Curtis, Secretary; Mr. Terry Rensberger, Dr. Ruth Warren, and Mr. John Wibbens, Members. Mr. Alan Feldbaum, Member, joined the meeting virtually.

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. Rona Plummer, Chief Operating Officer for Public Services; Ms. Dawn Matthews, Director of Branch Services; Ms. Lisa O'Brien, Director of Development; and Ms. Kara Yeomans, Human Resources Manager.

Mr. James A. Masters, Attorney for the Library, Chad Rajski, Digital Lab Associate Librarian, and Mr. Charles Burnside, Public Safety Manager, were also present in-person for the meeting.

Consent Agenda

Dr. Curtis moved to approve the Consent Agenda as presented. 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
Library Bill List
for November 28, 2022
(See next page)

SPREAD of
Library Bill List
for November 28, 2022
(See below)

SPREAD of Human
Resources Changes -
November 28, 2022
(See below)

Director's Report

Next Library Board meeting, Board members will receive a booklet that includes an organizational chart, In Public Trust detailing the work of a public servant, the Library's Strategic Plan and 2023 Budget, information on the Open Door Law, Indiana Library Standard, the Collection Development Policy, and the Public Policy Manual as a result of the Board training in October.

Kara Pauley, former Early Literacy Library, has replaced Dawn Matthews as the Area Branch Manager for Centre, Lakeville, and North Liberty, and Alex Gorgio, former Assistant Manager at Western, has been promoted to the Manager position at Lasalle. Erik Simon, Education and Programming Manager, will be leaving due to maternity leave and returning as a substitute, leaving the position of Education and Programming Manager open.

Matters regarding water infiltration at the Library and an issue with a vendor have been referred to the Library's attorney, Mr. Masters.

Two Library staff members presented at the annual Indiana Library Federation Conference earlier in the month.

Almost 500 people attended Explore-a-Story, which was the Library's big event in November.

Tess Gunty, the winner of the National Book Award and selected by the Library staff for an Author Visit, will come to the Library on Thursday, December 1.

A walk-through of the Community Learning Center was conducted with Arkos Design and Bulley & Andrews for the furniture plan. There were a couple of minor warranty issues. With the water infiltration matter being the biggest concern, the Library is pursuing mediation on the issue.

The Library Board has a potential new Board member, Dr. Nicole Garcia, and awaits for the County Counsel to approve the appointment. Dr. Nicole Garcia is the Principal at Clay International Academy, grew up on the west side of South Bend and is a huge library supporter.

Dr. Curtis expressed interest in renewing his term on the Library Board. The Library Board thanked Mr. John Wibbens for his service on the Board as he will be leaving after his current term, which ends in December.

Patron Engagement Report

Circulation of physical and digital items is around 164,000; 119,000 of those items come from physical circulation, 38% of that number being auto-renewals. The Library has about 46,000 active cardholders out of about 87,000 cardholders. While November's engagement is lower, the Library is seeing a higher engagement month to month than in the past. The Library saw 52,000 visits across all branches in November, a 21% increase from last year.

Mr. Terry Rensberger moved to approve the Director's Report and Patron Engagement Report. Mr. John Wibbens 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.

Financial Report

The Library has a current balance of \$24.3 million, revenue of over \$11 million, and appropriations spent of 67.87% during the year. Data is being looked at and how it is being put on reports with plans of having more robust reporting to provide more detail for the Board going forward.

The Library received the Florence V. Carroll Grant of \$7,300 to promote early literacy with the South Bend Community School Corporation initiative. This will strengthen the relationship the Library has with SBCSC and will provide kindergartners with access to the Library. The funding will support programming expenses for a teacher orientation and a kindergarten field trip to the Main Library with expenses including incentives or giveaways, activity and classroom supplies, as well as refreshments.

Ms. Ann Rosen moved to approve the Financial Report. Mr. John Wibbens 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.

Unfinished Business

There was no unfinished business to come before the Board.

New Business

2023 Wages and Salaries

The 2023 Compensation Plan Proposal was developed with the goal of updating the Library's wages, which have not been updated since 2017. The goals of the plan were to create an equitable and sustainable compensation plan, adjust rates to approach a living wage, increase recruitment and retention, and decrease employee turnover.

Salaries have been budgeted for \$8.03 million. The total salary cost of the proposed compensation plan is \$6.8 million, increasing the total proposed salary cost by \$719,410 from 2022 to 2023.

Mr. Terry Rensberger moved to approve the 2023 Compensation Plan Proposal. Ms. Ruth 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.

SPREAD of Memo from
Onjanette Dancler and Kara Yeomans
Re: Proposed 2023 Employee Compensation
(See next page)

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(See next page)

Merit Package

In previous years, the merit system was based on cumulative wage increases where a salary is increased from a performance rating every year based on a percentage of their current salary. Merits were also paid with the next year's budget. The proposed merit system for 2023 includes a one-time merit bonus payment at the end of the year with the payment for performance being the same regardless of salary. Merits would be paid with the current year's budget surplus.

Dr. Marvin Curtis moved to approve the Merit Package. Ms. Ann Rosen 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 Memo from
Onjanette Dancler and Kara Yeomans
Re: Proposed 2022 Merit Bonus
(See below)

Other Business

There was no other business to come before the Board.

Hearing of Visitors

Ms. Pockert-Ringle invited members of the public to address the Board. No visitors elected to address the Board.

News and Education Items**Chad Rajski from Research & Digital Collections/Studio 304**

Chad Rajski, Digital Lab Associate Librarian, spoke about how Studio 304 helps the Library moving forward into the future, embracing new technology. It also supports the Library's 2022-2024 Strategic Plan by sparking curiosity to learn, expanding access, ensuring Library sustainability, and building a stronger community. Chad spoke of the different services Studio 304 has to offer including Photoshop, recording equipment, 3-D printing, and poster printing. Chad shared an example of how Studio 304 positively influenced a patron by allowing her to strengthen her artistic skills in a supportive atmosphere, which ultimately led her to a position at a local news station.

Next Library Board Meeting Dates:

- Library Board Meeting, Monday December 19, 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 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.
- Library Board Meeting, Monday March 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.
- Library Board Meeting, Monday April 24, 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. Dr. Curtis moved to adjourn the November 2022 Library Board meeting. 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. The St. Joseph County Library Board meeting adjourned at 5:25 p.m.

Christine Pochert Ringle, President

Ann Rosen, Vice President

Marvin Curtis, Secretary

Alan Feldbaum

Terry Rensberger

Ruth Warren

John Wibbens

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