

### **Call to Order**

The St. Joseph County Public Library Board met on Monday, December 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. 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 Mr. Alan Feldbaum, Mr. Terry Rensberger, Dr. Ruth Warren, and Mr. John Wibbens, Members.

Dr. Marvin Curtis, Secretary, was absent for the Library Board meeting.

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; Ms. Lisa O'Brien, Director of Development; and Ms. Kara Yeomans, Human Resources Manager.

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

### **Consent Agenda**

Mr. Alan Feldbaum moved to amend the Consent Agenda to include the General Obligation Bond Series 2018 and General Obligation Bond Series 2019 payments in the December 2022 Library Bill List to be paid by December 31. Mr. John Wibbens seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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.

Mr. Rensberger moved to approve the amended Consent Agenda. Ms. Ruth Warren seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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 December 19, 2022  
(See next page)

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

SPREAD of Human  
Resources Changes -  
December 19, 2022  
(See below)

## **Director's Report**

The first attempt to fix the water infiltration problem was unsuccessful. Another attempt will be made by removing one window, making the repair, replacing the window and testing the repair. If that is successful, the repairs will be applied to the remainder of the problematic windows. Any interior repairs will not be conducted until the water infiltration problem is resolved.

Ms. Ann Rosen moved to approve the Director's Report. Ms. Ruth Warren seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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.

## **Patron Engagement Report**

Ms. Ruth Warren moved to approve the Patron Engagement Report. Mr. John Wibbens seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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 received its fourth quarter funding on December 19.

Mr. John Wibbens moved to approve the Financial Report. Ms. Ann Rosen seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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**

### **Vehicle Purchase**

Ms. Karen Mann, Chief Resource Officer, has recommended replacing the Library's current 2015 Ford Transit commercial van with a Ford E-Transit commercial van, which runs off an electronically charged battery that allows a total of 126 miles, meeting the daily delivery route and any local events the Library might have planned. Purchase of an electric vehicle supports the library's Strategic Plan sustainability goal.

Mr. Terry Rensberger moved to approve the purchase of the new vehicle. Mr. John Wibbens seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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  
Karen Mann  
Re: Replacement of SJCPL Delivery Vehicle  
(See next page)

SPREAD of Memo from  
Karen Mann  
Re: Replacement of SJCPL Delivery Vehicle  
(See below)

## Juvenile Book/CD

The Library Administration proposes eliminating the Juvenile Book and CD collection due to the decrease in CD usage, low circulation statistics, and poor condition of the collection.

Ms. Ruth Warren moved to approve elimination of the Juvenile Book and CD collection. Mr. John Wibbens seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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  
Karen Mann  
Re: Proposal to Eliminate Juvenile Book & CD Collection  
(See below)

## **FLSA Status**

A number of positions within the Library qualify for the professional exemption under the Fair Labor Standards Act but are not currently categorized as such. To qualify for exemption, employees generally must meet certain standards regarding their job duties and be paid on a salary basis. Currently, some Library positions that require a Masters of Library and Information Science degree, as well as the Library's GraphicDesigner are paid on an hourly basis.

Effective January 1, 2023, it is proposed that all current and future positions that meet the FLSA requirements be paid on a salary basis and categorized as Exempt employees under the Fair Labor Standards Act.

Ms. Ann Rosen moved to approve FLSA Status Changes. Mr. Terry Rensberger seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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: FLSA Status Changes  
(See below)

### **Friday Hours at Community Branches**

Currently, the Lakeville and North Liberty Branches of the Library are open from 10:00 a.m. to 2:00 p.m. on Fridays. It is proposed that those hours of operation be adjusted to 1:00 p.m. to 5:00 p.m. to accommodate caregivers and students who would like to visit those Branches after school to help better serve the Lakeville and North Liberty communities.

Mr. Alan Feldbaum moved to approve the Proposed 2023 Community Branch Hours Adjustment. Ms. Ruth Warren seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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  
Rona Plummer  
Re: Proposed 2023 Community Branch Hours Adjustment  
(See below)



## **Reservable Spaces and Special Events Policy and Guidelines**

The Community Learning Center has been open for a year, and the Library is revising its Reservable Spaces and Special Events Policy and Guidelines. Essential content will move from the Guidelines to the Policy, such as permitted and prohibited uses.

Under the Reservable Space Guidelines, it is proposed that groups be allowed to come in one hour before the Library opens. It is also proposed that the Fee Table be updated to reflect an increase in the fee amounts due to the labor that is required to set up the spaces before and after an event.

The Library also proposes that nonprofits incur a flat rate, rather than have varying rates throughout the week as for businesses and individuals. An additional table has been added to outline the security, cleaning, and additional hourly charges.

Mr. Alan Feldbaum moved to approve the updated Reservable Spaces and Special Events Policy and Guidelines. Ms. Ruth Warren seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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 Reservable Spaces  
and Special Events Policy and Guidelines  
(See Next Page)

SPREAD of Reservable Spaces  
and Special Events Policy and Guidelines  
(See Below)

## Change Orders

The Library has three pending change orders from the following: Robert Henry Corp for a total amount of \$7,784.00, Mechanical Concepts Inc. for a total amount of \$19,233.00, and Midland Engineering for a total amount of \$4,943.00.

Mr. Terry Rensberger moved to approve the Change Orders. Mr. John Wibbens seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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 Change Orders  
(See Below)

## **Encumbrances**

The Library requests approval to encumber appropriations from the Operating Fund for contracts and purchase orders for items and services to further the projects of the Library, which have not yet been delivered during 2022.

Mr. Alan Feldbaum moved the Library Board resolve the Encumbered Funds be carried forward to 2023. Ms. Ruth Warren seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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 Board Resolution to  
Encumber Operating Fund  
(See Below)

### **Resolution to Transfer Funds**

The Library requests approval of existing appropriations in the Library Operating Fund that now need to be transferred from one line to another.

Mr. John Wibbens moved to approve the transfer of funds within the Library Operating Fund Major Category. Mr. Terry Rensberger seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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 Board Resolution to  
Transfer Funds Within the Library Operating  
Fund Major Category  
(See Below)

**Resolution Honoring Board Member John Wibbens**

The Library Board recognizes, with great admiration and appreciation, the contribution and years of service between January 1986 and December 2022 of Mr. John Wibbens to the Library and the citizens of St. Joseph County.

Mr. Alan Feldbaum moved to approve the St. Joseph County Public Library Board of Trustees Resolution In Honor of John Wibbens. Mr. Terry Rensberger seconded the motion. Ms. Pochert Ringle polled the Board for the vote: 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 Board Resolution  
In Honor of John Wibbens  
(See Below)

## **Other Business**

### **2023 Board Meeting Dates**

The Library has scheduled dates for all Library Board Meetings in 2023.

### **Then, Now, and Always... The St. Joseph River Story**

The WNIT Public Television documentary, "Then, Now, and Always... The St. Joseph River Story" originally aired on September 9, 2021. It contains music co-composed by Board Member, Dr. Marvin Curtis, as the documentary tells the story of the St. Joseph River.

### **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**

There were no new items to report.

### **Next Library Board Meeting Dates:**

- Annual Library Board Meeting immediately following the regular 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.
- 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. Mr. Terry Rensberger moved to adjourn the December 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 5:04 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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Nicole Garcia



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