

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, April 29, 2024**

At 4:15 p.m., on Monday, April 29th, 2024, the St. Joseph County Public Library Board of Trustees met in Executive Session 1) as per Indiana Code 5-14-1.5-6.1 (b)(9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

Marvin Curtis, President

Ann Rosen, Vice President

Alan Feldbaum, Secretary

Nicole Garcia, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ruth Warren, Member

Also present was:

- Ms. Stephanie Murphy, St. Joseph County Public Library Executive Director

The above signatures indicate meeting attendance.

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CALL TO ORDER

The Library Board meeting was called to order at 4:41 p.m. by Marvin Curtis, Library Board President.

PRESENT

Marvin Curtis - President
Nicole Garcia - Secretary
Alan Feldbaum - Member
Terry Rensberger - Member
Christine Pochert Ringle - Member
Ruth Warren - Member

ABSENT

Ann Rosen - Vice President

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Jennifer Henecke - Chief Engagement Officer
Karen Mann – Chief Resource Officer
Dawn Matthews – Director of Branch Services
Bridget Morrey – Development Director
Rona Plummer - Chief Public Service Officer
Kara Yeomans – Director of Human Resources
Myra Reid - Legal Counsel

CONSENT AGENDA

- a. Approval of the Regular Library Board meeting minutes held on March 25, 2024.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Grants and Gifts

Ms. Pochert Ringle moved to approve the consent agenda. Mr. Rensberger seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried.

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DIRECTOR'S REPORT

Ms. Stephanie Murphy gave the director's report. She spoke briefly on the disaster plan being completed. These plans are for emergency situations such as tornadoes, and other disasters. Ms. Murphy mentioned that there has been a preplanning meeting for the Centre branch's landscaping. She moved on to say that Midwest Collab Services will be meeting with agency heads and staff for the 2025-2029 strategic planning on July 26th. She spoke about the good conversations being had about this year's One Book, Being Mortal. Ms. Murphy then moved on to mention that there will be four summer college interns, and that the teen intern interviews are being held soon. She shared that the St. Joe Coffee Co. now has café merch including earrings, notepads, and socks. She moved on speaking about the unexpected elevator repair expense for the elevators at the Main branch. Ms. Murphy closed her report with the maintenance completion of the carpet and gutter cleaning, and parking lot lightbulb replacements. There was a brief discussion that followed.

Dr. Garcia moved and Dr. Warren seconded to approve the Director's Report. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried.

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke presented the patron engagement report. Ms. Henecke wanted to share the social media highlight of 21,000 reached on Facebook. She shared that in March, 112 groups used the Community Learning Center space, and that new door counters have been installed for a more accurate visitor count. Ms. Henecke spoke about the program attendance being down in March, but that is due to the uptick from Science Alive. She closed her report with 9,000 people in attendance throughout the outreach events; and wifi/computer minute usage has continued to grow.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. She first spoke on the elevator repairs coming from the Library Improvement Reserve Fund (LIRF) to help with the Operating Funds to remain within budget. Ms. Dancler spoke briefly about the CDs with First Source and Everwise. The First Source CD has \$250,000 and the Everwise has \$500,000. She moved on to say that the appropriations are within 25% of the spend year, meaning that so far, we are well within the budget. Ms. Dancler gave the update on the ADP implementation sharing that now the punches are live and the first payroll will be done on May 10th. She closed her report with the Tutt solar panel updates of an 18% savings so far.

Mr. Rensberger moved to approve the Patron Engagement and Financial Report. Ms. Pochert Ringle seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

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NEW BUSINESS

a. Personnel Change

Ms. Stephanie Murphy presented personnel changes. She shared that Deb Bach is retiring after 18 years of service; and that Daniel Lichty is the new communications manager.

Dr. Garcia moved to approve the Personnel Changes. Dr. Warren seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried.

b. Transfer Between Funds

Ms. Onjanette Dancler presented the resolution to transfer between funds.

Ms. Pochert Ringle moved to approve the Transfer Between Funds. Dr. Garcia seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried.

c. Resolution to Close Construction Fund

Ms. Onjanette Dancler presented the Resolution to Close Construction Fund.

Mr. Feldbaum moved to approve the Resolution to Close Construction Fund. Dr. Garcia seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried.

e. Staff Day Closing

Ms. Kara Yeomans presented to Staff Day closing for September 26th. This is an all staff training day which requires all branches to be closed.

Ms. Pochert Ringle moved to approve the Staff Day Closing. Dr. Warren seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried.

OTHER BUSINESS

a. Strategic Planning Volunteers

Ms. Stephanie Murphy presented the strategic planning volunteers. She asked for two board members to be a part of the July 26th planning meeting. Ms. Pochert Ringle and Mr. Feldbaum volunteered.

HEARING OF VISITORS

There were no visitors who wished to address the Board.

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NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday May 20, 2024, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend IN 46601.
- Library Board Meeting, Monday June 24, 2024, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend IN 46601.
- Library Board Meeting, Monday July 22, 2024, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 2nd floor, Classroom B, 305 S. Michigan Street, South Bend IN 46601.

ADJOURNMENT

There was no further business to come before the Board. Mr. Feldbaum moved and Mr. Rensberger seconded to adjourn the Library Board meeting. Dr. Curtis polled the Board on the motion: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Dr. Garcia – Aye; Dr. Curtis – Aye. The motion carried. The St. Joseph County Public Library Board meeting adjourned at 5:05 p.m.

Marvin Curtis, President

Ann Rosen, Vice President

Nicole Garcia, Secretary

Alan Feldbaum, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ruth Warren, Member