

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, August 26, 2024**

At 4:15 p.m., on Monday, August 26th, 2024, The Board of Trustees of St. Joseph County Public Library will meet in Executive Session as per Indiana Code 5-14-1.5-6.1(b) (2) (D) the transfer, purchase, lease, or sale of real property by the governing body.

The St. Joseph County Public Library Board of Trustees hereby certifies that no matters were discussed in the executive session other than the subject matter specified in the public notice announcing the meeting.

Marvin Curtis, President

Ann Rosen, Vice President

Nicole Garcia, Secretary

Alan Feldbaum, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ruth Warren, Member

Also present was:

- Ms. Stephanie Murphy, St. Joseph County Public Library Executive Director
- Ms. Onjanette Dancler, St. Joseph County Public Library Chief Financial Officer

The above signatures indicate meeting attendance.

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CALL TO ORDER

The Library Board meeting was called to order at 4:32 p.m. by Marvin Curtis, Library Board President.

PRESENT

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

ABSENT

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
Lisa O'Brien - Director of Special Projects
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 July 22, 2024.
- b. Declare Excess Withdrawn Library Materials donated to the Friends of the Library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. Garcia – Aye; Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

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Ms. Pochert Ringle made a motion to change agenda item 8f from “Resolution for the Exchange of Property” to say the “Resolution to Purchase Property.” Dr. Garcia seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

DIRECTOR’S REPORT

Ms. Stephanie Murphy gave the director’s report. She began her report by sharing that we had eight interns who recently ended their summer internships. Ms. Murphy then moved on to share that the county has asked that the Centre Branch be an early voting location. This will begin on October 21st, and run through November 5th. Ms. Murphy moved on to share that management, as well as two board members, met for the strategic planning. She then moved on to give general maintenance updates including that the terrace doors on the third floor of the community learning center have been replaced; the book sculptures outside of Main have been cleaned and refurbished; and that there has been digital signage implemented to communicate library events. Ms. Murphy shared that Ms. Plummer and Ms. O’Brien have been working on a project to have permanent art installed throughout the Main library. Ms. Murphy said that during the internet provider switch there were no interruptions to patrons or staff. She shared that there was a management training with Dr. Hobson, an organizational psychologist from IUNW. Ms. Murphy shared that Tamika Lax, Western Branch Manager who is currently taking classes toward her library certification, was named by ALA as a Spectrum Scholar. Ms. Murphy closed her report by sharing that she was a featured guest on the Chamber of Commerce’s podcast, “Behind the Region,” and on a local leadership podcast “The Road Less Traveled” produced by Craig Heatherly.

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

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke presented the patron engagement report. She opened her report by sharing about the social media collaboration with the Middlebury Library for the Olympics. She said that most measures are up, but that new cardholders are down. She shared that the program attendance is up 12% for the adult programs. Ms. Henecke closed her report by sharing that the St. Joe Coffee Co. served 1,500 drinks in July. There was a brief discussion that followed.

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FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. She shared that the IRS Bond Exam has been turned in, and there has not been any new requests for that. She shared that the yield for the Trust IN account is 5.3%. Ms. Dancler said that there is a plan to move the self-insurance fund into Trust IN to earn more interest moving forward. Ms. Dancler also shared that there is a way to have property tax directly into Trust IN as well to gain more interest for that funding. She moved on to say that there was a Book Keepers meeting with 40 people in attendance from all over Indiana. Ms. Dancler closed her report by sharing an upcoming event with the library, City of South Bend and Notre Dame, on September 18th, on how to work with them for events.

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

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS

a. 2025 Budget Hearing

Ms. Onjanette Dancler gave a presentation on the 2025 Budget. The board will vote to approve the proposed budget at the September 2024 Board Meeting.

b. Temporary RBF Closing

Ms. Lisa O'Brien presented to the board on the temporary closing of the Francis Branch. Ms. O'Brien shared that this closing would be for the new HVAC system and Sorting Machine to be installed. The closing for the public would be from September 23rd to September 26th with the option to remain closed though October 5th if needed.

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

c. Loan Rules

Ms. Lisa O'Brien presented the updates to the Public Service Policy, appendix D, Loan Rules. These updates are to be in effect immediately.

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

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d. Bond Resolution

Phil Faccenda, from Barnes and Thornburg, and Lisa Huntington, from Baker Tilly, presented the Bond Resolution to the board.

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

e. Resolution to Purchase Residential Property

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

f. Resolution to Purchase Commercial Property

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

OTHER BUSINESS

There was no other business to come before the Board.

HEARING OF VISITORS

There were no visitors who wished to address the Board.

News and Education

Zach Benedict from MKM Architecture and Design presented updates for the Centre Branch to the board.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday, September 23, 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, October 28, 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, November 25, 2024, 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.

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ADJOURNMENT

There was no further business to come before the Board. Mr. Feldbaum moved and Ms. Rosen seconded to adjourn the Library Board meeting. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried. The St. Joseph County Public Library Board meeting adjourned at 5:36 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