

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

CALL TO ORDER

The Library Board meeting was called to order at 4:25 p.m. by Marvin Curtis, Library Board President.

PRESENT

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

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Jennifer Henecke - Chief Engagement Officer
Karen Mann - Chief Resource Officer
Kara Yeomans – Director of Human Resources
Lisa O'Brien - Director of Special Projects
Bridget Morrey – Development Director
Myra Reid - Legal Counsel

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on December 18, 2023
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

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

DIRECTOR'S REPORT

Ms. Stephanie Murphy gave the director's report. She wanted to discuss several items that did not make it into the board packet. The first being a quick update on Bill 32, which would affect how libraries receive funding. The bill seems to be "dead." Ms. Murphy then went over some

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 29, 2024

data and stats from the human resources department. The turnover rate has been reduced to 18%. The average time to hire is 28 days. Overall staff diversity has increased as well. A short discussion followed.

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

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke presented the patron engagement report. She gave the end of year stats wrapping up the 2023 year. There were 708,000 people who came through the branch doors, which was a 21% increase from the previous year. 36,500 people were in attendance for programming, and 84,000 had used the meeting spaces. There was a brief discussion that followed about the upcoming SBReady program.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. She gave an audit update stating that the audit is complete and clean. There is a possibility of the next audit starting in June. Ms. Dancler also gave an update on the Property Tax Relief Credit. She said that the county had sent over an analysis showing that it could potentially be \$117,000 that is affected but it could be less depending on how many people sign up for the credit. Ms. Dancler said that the December tax deposits were received on time. There is \$17.1 million in the account, not including the TrustIN investment.

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

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS

a. Nominations and Election of Officers-Including Treasurer for 2024

The Library Board By-Laws, Article V, Section 2, states that no person shall hold the same office for more than two consecutive years. The 2024 officers have served two years in their current positions and are not eligible for re-election in those same positions.

The following nominations were conducted and approved by all Board members present: Dr. Marvin Curtis to serve as President; Ms. Rosen to serve as Vice President; and Dr. Garcia to serve as Secretary of the Library Board for 2024. Dr. Curtis polled the Board for the vote: Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Mr. Rensberger – Aye; Dr. Curtis – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 29, 2024

Ms. Pochert Ringle nominated Ms. Onjanette Dancler to serve as the Library’s Treasurer. Dr. Warren seconded the nomination. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Mr. Rensberger – Aye; Dr. Curtis – Aye. The motion carried.

b. Board President Appointments

Dr. Curtis, Library Board President, announced his appointments for 2024 to the three standing Library Board committees as follows:

Finance Committee:	Chair: Terry Rensberger Member: Christine Pochert Ringle
Human Resource Committee:	Chair: Ann Rosen Member: Nicole Garcia
Public Service Committee:	Chair: Alan Feldbaum Member: Ruth Warren

c. Annual Resolution for Old Outstanding Checks

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

Resolution for Cancellation of Old Outstanding Checks

WHEREAS, Board of the St. Joseph County Public Library finds according to IC 5-11-10.5 that checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

WHEREAS, the treasurer shall prepare on or before March 1 a list in duplicate of all checks outstanding for two years or more as of December 31 preceding. The original copy of each list shall be filed with the board of finance. The duplicate copy shall be filed by the disbursing officer of the library.

WHEREAS, the treasurer shall enter the amounts so listed as receipt to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County Public Library do hereby cancel the outstanding warrants listed here.

WARRANT NUMBER	DATE	VENDOR	FUND	<u>AMOUN T</u>
8588	April 7, 2021	Strasser, Julie	Petty Cash	10.00
8589	April 7, 2021	Hamilton, Grace	Petty Cash	20.00
8592	April 7, 2021	Keith, Brendalin	Petty Cash	14.00

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 29, 2024

8593	April 7, 2021	Fox, Robert J.	Petty Cash	21.99
8594	April 7, 2021	Rutkowski, Diane	Petty Cash	6.00
8596	April 7, 2021	Potts, Kimberly	Petty Cash	27.00
8602	May 7, 2021	Castillo, Elvia	Petty Cash	14.00
8604	June 8, 2021	Delmoor, Sean M.	Petty Cash	20.00
8605	June 8, 2021	Peterson, William C.	Petty Cash	21.00
8608	June 8, 2021	Troxel, Morgan E.	Petty Cash	10.00
8609	June 24, 2021	Duncan, Tanisha	Petty Cash	14.00
8611	July 14, 2021	Cruz, Raquel	Petty Cash	12.00
8614	July 14, 2021	Lee, Sandra M.	Petty Cash	15.00
8619	July 14, 2021	Casteel, Thomas	Petty Cash	19.95
8631	September 16, 2021	Simpson, Tyne	Petty Cash	13.00
8643	November 10, 2021	Fink, Maggie	Petty Cash	39.95
5653	March 31, 2021	Theresa Horn	Operating	33.00
5684	April 21, 2021	Sandy Francoeur	Operating	249.00
6135	June 28, 2021	JG Palmer LLP	Operating	2,150.00
6318	July 28, 2021	Jefferson County Public Library	Operating	35.85
6931	November 19, 2021	Free Your Wings Youth Mentoring INC	Operating	25.00

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 29th day of January, 2024, at which meeting a quorum was present.

d. Resolution to Transfer Funds

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

**Resolution to Transfer Funds
Within the Library Operating Fund Major Category**

WHEREAS, it has been shown that certain existing appropriations in the 2023 Library Operating Fund now need to be transferred from one line to another,

We the library board of St. Joseph County Public Library do resolve that the following transfers be made within the 2023 Library Operating Fund:

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 29, 2024

Transfer from Personal Services
122 Salaries and Wages: Clerical Assistants \$ 600
Transfer to Personal Services
123 Salaries and Wages: Material Handlers \$ 600

Transfer from Services and Charges
351 Utility Services: Gas \$ 2,000
Transfer to Services and Charges
353 Utility Services: Water & Sewer. \$ 2,000

ADOPTED THIS 29th DAY OF January, 2024

e. Grants

Ms. Bridget Morrey presented to the board the gifts received of \$1,000 or more. She also gave the board a St. Joe County Public Library Foundation update and development report.

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

f. Attorney Engagement Letter

Ms. Stephanie Murphy presented to the board an attorney engagement letter to have a one year contract with Ms. Myra Reid from AAK Law. This contract will be from December 2023 through December 2024.

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

OTHER BUSINESS

a. Next Chapter Branch Facilities Plan

Ms. Stephanie Murphy gave an update for the branch facilities plan. The final draft will be shared with the board in the upcoming February meeting.

HEARING OF VISITORS

One visitor addressed the Board.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday February 26, 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.
- Library Board Meeting, Monday March 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.

ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 29, 2024

- Library Board Meeting, Monday April 29, 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.
- Library Board Meeting, Monday May 20, 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.

ADJOURNMENT

There was no further business to come before the Board. Ms. Pochert Ringle moved and Ms. Rosen seconded to adjourn the January 2023 Library Board meeting. Dr. Curtis polled the Board on the motion: Mr. Feldbaum – Aye; Ms. Rosen - Aye; Dr. Warren - Aye; Ms. Pochert Ringle – Aye; and Dr. Curtis - Aye. The motion carried. The St. Joseph County Public Library Board meeting adjourned at 5:31 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

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF FINANCE MEETING MINUTES
MONDAY, JANUARY 29, 2024**

CALL TO ORDER

The Library Board meeting was called to order at 4:15 p.m. by Marvin Curtis, Library Board President.

PRESENT

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

ABSENT

Terry Rensberger – Member (Via Zoom at 4:21 p.m.)

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Jennifer Henecke - Chief Engagement Officer
Karen Mann - Chief Resource Officer
Kara Yeomans – Director of Human Resources
Lisa O’Brien – Director of Special Projects
Bridget Morrey - Development Director
Myra Reid - Legal Counsel

DETERMINATION OF QUORUM

At 4:15 p.m., Dr. Marvin Curtis announced there was a quorum of Board members present for the meeting.

Mr. Feldbaum let the board know that he will be unable to attend the February board meeting.

ELECTION OF A LIBRARY BOARD OF FINANCE

Dr. Garcia moved and Ms. Pochert Ringle seconded to elect Dr. Curtis to serve as President of the Library Board of Finance and Dr. Garcia to serve as Secretary.

Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

REVIEW OF INVESTMENT POLICY AND INVESTMENT REPORT

Ms. Onjanette Dancler reported on the success of the Trust Indiana investment.

Ms. Pochert Ringle moved and Dr. Garcia seconded to approve the investment policy and report as presented. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF FINANCE MEETING MINUTES
MONDAY, JANUARY 29, 2024

a. Annual Resolution for use of Facsimile Signature, Investment of Funds, and Surety Bond for Treasurer

Dr. Garcia moved and Dr. Warren seconded that the Board adopt the Annual Resolution authorizing the use of the Treasurer's facsimile signatory for Library warrants, investments, and bank accounts; and authorizing the surety bond of the Treasurer for 2023. Dr. Curtis polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Ms. Pochert Ringle - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

**ANNUAL LIBRARY BOARD RESOLUTION
ON
USE OF FACSIMILE SIGNATURE, INVESTMENT OF FUNDS
& SURETY BOND FOR TREASURER**

January 29, 2024

WHEREAS, the Board of Finance of St. Joseph County Public Library has designated depositories for the public funds of St. Joseph County Public Library; and

Whereas, in accordance with Article X, Section 4, of the Library Board By-laws, the following may be authorized by Library Board resolution, which must be duly passed at each Annual Meeting or after any special election of the Treasurer:

NOW, THEREFORE, BE IT RESOLVED by the Library Board of St. Joseph County Public Library, St. Joseph County, Indiana, that:

- a. The Library Treasurer is hereby authorized the use of a facsimile signature stamp for the signing of the Library's warrants.
- b. The Executive Director and/or the Chief Public Services Officer of St. Joseph County Public Library are hereby authorized to use the Library Treasurer's facsimile signature stamp for the payment of approved claims when the Treasurer cannot be available to sign such warrants.
- c. The Library Treasurer and/or the Executive Director are hereby authorized to periodically invest the Library's surplus funds in accordance with Indiana statute IC 5-13-9.
- d. A surety bond in the amount of \$100,000 shall be acquired by St. Joseph County Public Library for the Treasurer of the St. Joseph County Public Library.

ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD OF FINANCE MEETING MINUTES
MONDAY, JANUARY 29, 2024

ADJOURNMENT

With no further business, Dr. Curtis asked the Board for a motion to adjourn. Ms. Pochert Ringle moved and Ms. Rosen seconded to adjourn the Library Board of Finance meeting. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

The Library Board of Finance meeting adjourned at 4:22 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