

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, July 22, 2024**

At 4:15 p.m., on Monday, July 22nd, 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 4:47 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
Bridget Morrey – Development Director
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 June 24, 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- b. Declare Excess Withdrawn Library Materials donated to the Friends of the Library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. 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.

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DIRECTOR'S REPORT

Ms. Stephanie Murphy gave the director's report. Ms. Murphy began her report by giving a Summer Reading Club update of the participation being higher than 2023. She shared that the Centre renovation planning is moving forward, and that the HVAC, as well as the book sorter, parts are expected to be in by September. Ms. Murphy shared a project that Studio304 did with patrons to make a Hogwarts bookend. She closed her report by sharing that the library is in the process of ordering decodable books that help with the early literacy goals.

Mr. Rensberger moved and Ms. Pochert Ringle 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. Stephanie Murphy presented the patron engagement report. She shared that the highest checked out item for teens was The Book Thief. Ms. Murphy spoke briefly on the physical collection is almost two times more checked out verses digital collection. She said that the computer usage and programming attendance is up as well.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler shared that we are 50% through the year and doing well with the budget. She explained that the library is currently in budget planning season for 2025 and that at the August meeting she will have more information. Ms. Dancler gave an update on the Tutt solar panels. The panels have been active for one year, with an average savings of \$300 per month. She closed her report with the current audit updates. The IRS examination is moving forward; the component unit audit is done with no further action. The workers' comp audit is still in process. There was a brief discussion that followed.

Mr. Rensberger moved to approve the Patron Engagement and Financial Report. 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.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

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NEW BUSINESS

a. MKM Contract

Ms. Stephanie Murphy presented the MKM Contract for Centre. Ms. Murphy said that it is a standard contract that includes design, bid documents, and construction management.

Mr. Feldbaum moved to approve the MKM Contract. 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.

b. Reservable Spaces

Ms. Stephanie Murphy presented the Reservable Spaces policy updates to the board. These updates include policy updates as well as clarifications. There was a brief discussion that followed.

Ms. Pochert Ringle moved to approve the Reservable Spaces Policy and Guidelines. 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.

c. Educational Reimbursement Correction

Ms. Kara Yeomans presented the educational reimbursement correction to the board. These updates clarify language to solidify the policies.

Mr. Rensberger moved to approve the Educational Reimbursement Correction. Mr. Feldbaum 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.

d. Action on Executive Session

Mr. Feldbaum moved to authorize the director's negotiation ability discussed during the executive session. 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

There were no items to report.

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NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday, August 26, 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, 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

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 5:08 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