

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, March 25, 2024**

CALL TO ORDER

The Library Board meeting was called to order at 4:18 p.m. by Marvin Curtis, Library Board President.

PRESENT

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

ABSENT

Nicole Garcia - Secretary

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
Lisa O’Brien - Director of Special Projects
Rona Plummer - Chief Public Service Officer
Joe Sipocz – Branch Manager
Kara Yeomans – Director of Human Resources
Ellen Anderson – Local and Family History
Myra Reid - Legal Counsel

CONSENT AGENDA

- a. Approval of the Regular Library Board meeting minutes held on February 26, 2024.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

Mr. Feldbaum moved to add Grants to the consent agenda. 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; 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 presented the 2023 Annual Report. It is in a digital format this year, where people can view it via QR code. Several of the highlights were that in 2023 there were 80,000 cardholders, 700,000 visits, and 233 outreach events.

Ms. Pochert Ringle moved and Mr. Rensberger 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; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke presented the patron engagement report. She spoke briefly on several items from the report. Those items included: 78 people helped with the tax assistance program at the Main branch; there were 105 pages printed using the library's printers in February. Ms. Henecke shared that circulation was down, but that is normal for February.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler mentioned the new ADP implementation has been pushed back two payrolls so that staff can be fully trained, but that they are still on track with the process. She spoke about a recent conference she attended, Public Funds Management Seminar, where CFOs in government units come to learn upcoming and current information. Ms. Dancler said that we will be purchasing CDs. These CDs will be left for 12-13 months and will collect an interest rate of 4.25-5.5%. Ms. Dancler also stated that there is \$20 million in the TrustIN account.

Ms. Rosen moved to approve the Patron Engagement and Financial Report. 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; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS

a. Transfer to Self-Insurance Fund

Ms. Onjanette Dancler presented the resolution to transfer to the self-insurance fund. This resolution is to move \$650,000 out of the Operating Fund into the Reserve budget.

Mr. Feldbaum moved to approve the Transfer to Self-Insurance Fund. 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; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

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b. Director's Job Description

Ms. Kara Yeomans presented the director's job description. Ms. Yeomans said that human resources regularly looks at the job descriptions to accurately reflect the work the job entails. She proposed that a line be added to the Executive Director's description stating that the director will advocate for libraries, intellectual freedom, equitable access, and funding at the local, state, and national levels; additionally, added "or" to the "and" in the line: Maintain an active involvement in professional associations and/or local non-profit boards so that it is not a requirement due to boards requiring invitation to be on said board.

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

c. HVAC at Francis

Ms. Karen Mann presented on the HVAC system replacement at the Francis branch. This project will not exceed \$133,000 and will come out of the Library Improvement Reserve Fund.

Mr. Feldbaum moved to approve the HVAC replacement that is not to exceed \$133,000 for the Francis Branch. Ms. Rosen seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Warren – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

e. Computer and Network Use Policy

Ms. Karen Mann presented the updated Computer and Network Use Policy. Ms. Mann shared that it is a clarity of language as well as removing the separation policies and combining it all into one policy.

Mr. Rensberger moved to approve the Computer and Network Policy. 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; Ms. Rosen – Aye; Dr. Curtis – Aye. The motion carried.

OTHER BUSINESS

Dr. Warren wanted to clarify the evaluation plan and process for the executive director. There was a brief discussion that followed.

HEARING OF VISITORS

There were no visitors who wished to address the Board.

News and Education

Ellen Anderson, from Local and Family History, presented on the Michiana Memory Cassady Costume project.

NEXT LIBRARY BOARD MEETING DATES:

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- Library Board Meeting, Monday April 29, 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 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.

ADJOURNMENT

There was no further business to come before the Board. Dr. Garcia moved and Ms. Rosen seconded to adjourn the Library Board meeting. Dr. Curtis polled the Board on the motion: 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 5:06 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