

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, May 20, 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
Alan Feldbaum - Member
Terry Rensberger – Member
Christine Pochert Ringle – Member
Ruth Warren – Member

ABSENT

Ann Rosen - Vice President
Nicole Garcia - Secretary

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Jennifer Henecke - Chief Engagement Officer
Dawn Matthews – Director of Branch Services
Bridget Morrey – Development Director
Lisa O’Brien - Director of Special Projects
Rona Plummer - Chief Public Service Officer
Kara Yeomans – Director of Human Resources
Kris Springer – Customer Service Manager
Grace Downey – Readers Services Librarian
Myra Reid – Legal Counsel
Craig Heatherly – Gibson Insurance

CONSENT AGENDA

- a. Approval of the Regular Library Board meeting minutes held on April 29, 2024.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library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; Mr. Rensberger – Aye; Ms. Pochert Ringle – 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 Next Chapter update. There will be bi-weekly meetings held with MKM and Senior Leadership staff for the design portions of each project. Ms. Murphy and Ms. Dancler met with Bond Counsel and provided the board with a draft calendar for issuing bonds. She moved on to share that staff has done a survey for the 2025-2029 five-year strategic plan and managers had done paired interviews. Ms. Murphy shared that Joe Geopfrich, Facilities Manager, has been selected as one of the City of South Bend's Office of Sustainability cohort of Climate Action Ambassadors. Mr. Geopfrich will represent the library as one of five ambassadors, and will seek feedback from community members on draft climate action strategies for the City's Climate Action Plan. Ms. Murphy touched briefly on the insurance renewal sharing that Ms. Dancler will discuss later in the meeting. She then moved on to the Indiana Library Federation Regional Conference that was hosted at Main with 155 attendees. Ms. Murphy spoke about the Summer Reading Club Kickoff event on Friday, June 7th, from 4:30-7. This event is for all ages and will be the official start to the Summer Reading Club. Ms. Murphy closed her report by sharing that the exhibit for Resist is now running in Beutter Kernan Hall. This exhibit display focuses on the event that took place on the streets of Michigan and Wayne, where Notre Dame students disrupted a KKK parade 100 years ago. The display is free and open to the public until October.

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; Dr. Curtis – Aye. The motion carried.

PATRON ENGAGEMENT REPORT

Ms. Jennifer Henecke presented the patron engagement report. Ms. Henecke shared that the most checked out children's book for April was Bear Has a Belly. She moved on to share that across all branches, there were 2,000 patrons that had WIFI access points; computer sessions lasted about 45 minutes; and that total visits were up at each branch. Ms. Henecke closed her report by sharing that Studio304 use continues to rise as the year continues.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. Ms. Dancler began her report with an ADP update sharing that the system is now live with no major issues in payroll. She moved on to share that we are spending 6% lower on the expected budget and utilities are 3% less than appropriated. There has so far been a 21.4% savings average on electric from the Tutt solar panels. Ms. Dancler closed her report by sharing that there is a 5.3% yield on the TrustIN account, and that the June draws are on time.

Dr. Warren 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; Dr. Curtis – Aye. The motion carried.

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UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS

a. Public Service Policy Updates

Ms. Rona Plummer presented the public service policy updates. It was asked to remove the following: *Library volunteers will assist with responding to requests for local history research;* and *Children up through the eighth grade are eligible to use computers in Youth Services at the Main Library.* There was a brief discussion that followed.

Mr. Feldbaum moved to approve the Public Service Policy Updates. 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. Curtis – Aye. The motion carried.

b. Insurance Matters

Ms. Onjanette Dancler and Mr. Craig Heatherly from Gibson Insurance presented the board with updates to the insurance plan. This plan is for the Property Casualty Policy renewal for 2024/2025 beginning on June 13th. Mr. Heatherly briefly went over the plan updates.

Ms. Pochert Ringle moved to approve the insurance matters not to exceed \$183,640.00. 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. 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

Kris Springer, Customer Service Manager, and Grace Downey, Readers Services Librarian, presented on the Public Library Association Conference.

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NEXT LIBRARY BOARD MEETING DATES:

- 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.
- 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.

ADJOURNMENT

There was no further business to come before the Board. Dr. Curtis adjourned the meeting. The St. Joseph County Public Library Board meeting adjourned at 5:21 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