

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
ANNUAL LIBRARY BOARD MEETING MINUTES  
MONDAY, October 28, 2024**

**CALL TO ORDER**

The Library Board meeting was called to order at 4:16 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

**ABSENT**

Ruth Warren - Member

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancler - Chief Financial Officer  
Karen Mann – Chief Resource Officer  
Lisa O'Brien - Director of Special Projects  
Rona Plummer – Chief Public Service Officer  
Kara Yeomans – Director of Human Resources  
Heidi Lovett – Youth Services Manager  
Myra Reid - Legal Counsel  
Patrick Harpenau – Gibson Insurance Representative

**CONSENT AGENDA**

- a. Approval of the Regular Library Board minutes of the meeting held on September 23, 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- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library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. Ms. Rosen seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Dr. Curtis – Aye. The motion carried.

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**DIRECTOR'S REPORT**

Ms. Stephanie Murphy gave the director's report. She opened her report by sharing that there was a unanimous approval of the bond for the Western and LaSalle branches by the county council. Ms. Murphy moved on to the Centre branch stating that they are currently prepping for the closing for construction. In this process they will be informing patrons, selling furniture, and coordinating staff to other branches during the closed time. She then shared that the HVAC as well as book sorter are finished at the Francis branch, and are running smoothly. Ms. Murphy said that on the first day of early voting at the Centre branch, they had 1,500 in attendance. Britney Bailey, from B-100 radio, commented on the "exceptional customer service" while visiting the library. Ms. Murphy shared that as a result, Ms. Bailey asked to have Daniel Lichty, Communications Director, to appear regularly on her show to discuss the library. Ms. Murphy shared that the Western branch hosted a Hispanic Heritage month event with over one hundred people present. She also shared that the River Park branch hosted a fire station event with over one hundred people present. Ms. Murphy closed her report by sharing about the 2024 Staff Day. Juan Constantino from La Casa De Amistad was the keynote, and there has been nothing but positive reports from the staff.

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

**PATRON ENGAGEMENT REPORT**

Ms. Stephanie Murphy presented the patron engagement report. She began her report by sharing that the event, Entrepreneur Hour, is going to be made into a podcast. She shared that there was a story time hosted at St. Pat's park, as well as a library table at the 2024 Fusion Fest. Ms. Murphy moved on to the top checked out items for the month, and that the total number of visitors was up. She shared that the internet usage remained steady, and that the active cardholders is up from 2023. Ms. Murphy closed her report by sharing that the in-house programming attendance was up as well.

**FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. She shared that the property for Fox street did not go through, and is no longer on the market. Ms. Dancler said that we are in the ninety-day due diligence for the Sheridan property. She moved on to give an update on the solar panels at the Tutt branch. She shared that there has been a 24.02% reduction which ends up being a 2-3-month bill savings. Ms. Dancler closed her report by sharing that the TrustIN account has a 4.89% yield. She shared that they are working to have more deposits to be placed directly into the TrustIN account to utilize the interest earned.

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

Ms. Kara Yeomans, and Mr. Patrick Harpenau presented the health insurance renewal to the board. There was a brief discussion that followed.

Ms. Ann Rosen moved to approve the Health Insurance Renewal. Mr. Rensberger seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Dr. Curtis – Aye. The motion carried.

**b. Circulation Policy**

Ms. Rona Plummer presented the circulation policy. The policy updates were to section five. There was a brief discussion of what the updates included.

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

**c. Resolution to Transfer Between Funds**

Ms. Onjanette Dancler presented the resolution to transfers between funds. These transfers will help cover the cost of the expected rise in the electrical and water bill due to Francis HVAC upgrading.

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

WHEREAS, it has been shown that certain existing appropriations in the 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 Library Operating Fund:

Transfer from Services and Charges

331 Printing and advertising: Advertising/Public Notice \$ **25,000**

Transfer to Services and Charges

329 Other Services and Charges: Other Software Services **\$25,000**

Transfer from Services and Charges

351 Utility Services: Gas Service \$ **35,000**

Transfer to Services and Charges

352 Repairs & Maintenance: Utility Services: Electric Services \$ **35,000**

Transfer from Services and Charges

361 Bldg & Structural Repair \$ **20,000**

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Transfer to Services and Charges

353 Utility Services: Water & Sewer Services **\$20,000**

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

**d. Award Bid for Renovation at Centre**

Ms. Stephanie Murphy presented on awarding the bid for the renovation at Centre. Ms. Murphy shared that there were four construction companies that turned in a bid. Majority Builders Inc. was the lowest responsive bidder at \$1,392,308. It was recommended by MKM to reduce the bid amount with the deducts for alternates 1 and 5. This made the lowest bid amount \$1,367,708.

Ms. Pochert Ringle moved to approve the Award Bid for Renovation at Centre. Ms. Rosen seconded the motion. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Mr. Feldbaum – Aye; Mr. Rensberger – Aye; Dr. Curtis – Aye. The motion carried.

**e. Closing of Centre**

Ms. Lisa O'Brien presented on the closing of the Centre branch during the renovation. It was asked that the Centre branch is closed beginning November 24<sup>th</sup>, with the option to push back the closing date if needed.

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

**OTHER BUSINESS**

There was no other business to come before the Board.

**News and Education Items:**

Ms. Heidi Lovett, the youth services manager, presented to the board on the picture book project.

**HEARING OF VISITORS**

There were no visitors who wished to address the Board.

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**NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday November 25, 2024, 4:15 p.m. St. Joseph County Public Library River Park Branch, 2022 E. Mishawaka Ave., South Bend, IN 46605
- Library Board Meeting, Monday December 23, 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 January, 2025, 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, Dr. Curtis adjourned the meeting. The St. Joseph County Public Library Board meeting adjourned at 5:26 p.m.

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**Marvin Curtis, President**

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**Ann Rosen, Vice President**

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**Nicole Garcia, Secretary**

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**Alan Feldbaum, Member**

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**Christine Pochert Ringle, Member**

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**Terry Rensberger, Member**

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**Ruth Warren, Member**