

**ST. JOSEPH COUNTY PUBLIC LIBRARY  
LIBRARY BOARD MEETING MINUTES  
MONDAY, May 22,2023**

**CALL TO ORDER**

The Library Board meeting was called to order at 4:15 by Dr. Marvin Curtis, at the Beutter-Kernan Hall.

**PRESENT**

Marvin Curtis - President  
Ruth Warren - Vice President  
Alan Feldbaum - Secretary  
Christine Porchert Ringle - Member  
Ann Rosen - Member  
Terry Rensberger - Member  
Nicole Garcia – Member (Via Zoom at 5:01 p.m.)

**ABSENT**

**ALSO IN ATTENDANCE**

Stephanie Murphy - Executive Director  
Onjanette Dancler - Chief Financial Officer  
Jennifer Henecke - Chief Engagement Officer  
Karen Mann - Chief Resource Officer  
Rona Plummer - Chief Public Service Officer  
Charles Burnside - Public Safety Manager  
Jill Williams – Youth Services  
Tabreon Johnson – Intern  
James Masters - Legal Counsel  
Craig Heatherly – Gibson Insurance Broker

**CONSENT AGENDA**

- a. Approval of the Library Board minutes of the meeting held on April 24, 2023.
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Grants

**DIRECTOR'S REPORT**

Ms. Stephanie Murphy proceeded to give the director's report. She first discussed that the Tutt branch was in the process of getting solar panels installed. She said that it should be completed by the end of the week, 5/26/2023. She mentioned that there will be an education piece inside the building to help show patrons the kilowattage at any given time.

Ms. Murphy spoke about the "One Book Michiana" author, Mike Curato, and his "Meet the Author" event where he spoke about his journey as an artist. She also spoke about the "Spill the Ink Poetry" event where over 100 poets of all ages gathered in the auditorium to read their

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poems.

Ms. Murphy moved on the Summer Reading Club. This year's program was changed to be a leveled out program to encourage all readers to read. She mentioned that all participants will receive two books, one in June and one in July.

She then spoke about the "hugely successful" Flashback Book Fair. There were over 230 participants ranging ages 40 and under. 200 books were donated from the event to the Summer Reading Club. The event sold \$4,000 worth of Scholastic materials resulting in \$2,000 being donated back to the library. Ms. Murphy said we will be hosting this event again next year.

Ms. Murphy mentioned a few more items from her report. The Chambers of Commerce After Hours was hosted at Main. She said during her welcome, she mentioned the "SB READY" program in which resulted in an applause. She mentioned the "window project" in which all windows being worked on are testing dry. Ms. Murphy said that they will be wrapping up this project soon, then the company will come back to fix the dry wall. The requests for proposals are due back to Ms. Murphy on June 1<sup>st</sup> and the addendums were sent out on May 23<sup>rd</sup>. She mentioned Tiny Town at Main that had a ribbon cutting ceremony with DTSB. This was to welcome their new "Speedy Delivery," where children can "mail" postcards. This was to replace the "Vet's Office" to help keep patron interest.

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

### **PATRON ENGAGEMENT REPORT**

Ms. Jennifer Henecke gave the patron engagement report. She said that there was a slight drop in circulation. Ms. Henecke then moved on to say there was a 1% increase in cardholders. There is a 16% increase in computer usage at all of the branches compared to 2022. Wifi usage has had a 34% increase.

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

### **FINANCIAL REPORT**

Ms. Onjanette Dancler gave the financial report. She first spoke about the Trust Indiana account. An additional \$6 million was moved, and there is a 5% yield creating gains of \$101,309.98. The business office is currently working on Internal Control documents. She also briefly spoke on the final circ breaker which was 1 million less than estimated.

Mr. Feldbaum moved and Dr. Ruth Warren seconded to approve the Financial Report. Dr. Curtis polled the Board for the vote: Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - 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. Lease Amendment:**

Ms. Stephanie Murphy spoke on the lease amendment with The Music Village. She proposed that the termination clause be removed. She stated that there are no plans for the next three years for the building; the current tenants are excellent; and that this would be for a three year lease. Mr. Masters had rewritten the current lease to match this.

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

**b. Public Service Policy Update:**

Ms. Rona Plummer proceeded to give the public service policy update proposal. The first update would be for holidays. They would simply be removing the dates of the holidays. Next, Ms. Plummer spoke about the Library Code of Conduct concerning the supervision of children. The request is that the age be update from seven to ten. This would mean that children ten and under would need to have direct supervision. She then moved on to the proposal of removing sleeping as a ban. Ms. Plummer asked to remove the ban due to sleeping. Ms. Plummer then moved on to items brought into the library. They are asking to add the clause that any items brought into the library must not block any exits, obstruct walkways, and must be kept with the patron at all times. It was also asked to state that items with wheels not be permitted into the library. (bikes, shopping carts, other large wheel conveyances) Ms. Plummer moved to the last item of lost and found. It is asked that library staff reserves the right to inspect the item to determine ownership and/or if the item is considered hazardous or illegal.

Mr. Feldbaum moved and Dr. Ruth Warren seconded to approve the Public Service Policy Updates. Dr. Curtis polled the Board for the vote: Ms. Pochert Ringle - Aye; Ms, Rosen - Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

**c. Insurance Matters:**

Gibson Insurance broker, Craig Heatherly, gave a brief presentation on the upcoming changes to insurance. It will renew on June 16 with a 2.5% increase. Mr. Heatherly reviewed the library policies with suggestions. He also spoke briefly on the equipment breakdown policy, which will cover elevator, HVAC, etc.

Ms. Pochert Ringle moved and Dr. Ruth Warren seconded to approve Insurance Matters. Dr. Curtis polled the Board for the vote: Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

**d. ACP Navigator Grant:**

Ms. Jennifer Henecke gave the ACP Navigator Grant update. This is a partnership with the city

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of South Bend. This grant is for \$75,000 to help sign people up for the Affordable Connectivity Plans; focusing on the Lakeville and North Liberty areas specifically. This is a one year grant that will begin on June 1<sup>st</sup>. The goal is to reach 1,000 households. The navigator will host events at the libraries as well as in the community; help identify the needs of the households; and sign up those who are interested.

(Dr. Nicole Garcia joined via zoom at 5:01 p.m.)

Ms. Ann Rosen moved and Mr. Rensberger seconded to approve the ACP Navigator Grant. Dr. Curtis polled the Board for the vote: Ms. Pochert Ringle - Aye; Dr. Garcia - Aye; Mr. Feldbaum - Aye; Dr. Warren - Aye; Mr. Rensberger - 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 that wished to address the Board.

### **NEWS AND EDUCATION ITEMS**

Jill Williams, Youth Services Manager, gave a presentation on “South Bend READy” program. This program is designed to help children in kindergarten be able to read by grade three. This is an early literacy partnership between the South Bend Community School Corporation and the St. Joseph County Public Library. Ms. Williams talked about the 800 kindergartners who were able to visit the Main branch and receive library cards. This program served all sixteen surrounding schools. The youth services team was also able to do 55 outreach story times in the classrooms.

### **NEXT LIBRARY BOARD MEETING DATES:**

- Library Board Meeting, Monday June 26, 2023, 4:15 p.m. St. Joseph County Public Library, Francis Branch, Pasture Room, 52655 N. Ironwood Road, IN 46635
- Library Board Meeting, Monday July 24, 2023, 4:15 p.m. St. Joseph County Public Library, Centre Branch, Alligator Room, 1150 East Kern Road, South Bend, IN 46614
- Library Board Meeting, Monday May 22, 2023, 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.

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**ADJOURNMENT**

The St. Joseph County Public Library Board meeting adjourned at 5:17 p.m.

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**Marvin Curtis, President**

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**Ruth Warren, Vice President**

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**Alan Feldbaum, Secretary**

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**Nicole Garcia, Member**

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**Christine Pochert Ringle, Member**

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**Terry Rensberger, Member**

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**Ann Rosen, Member**