

**ST. JOSEPH COUNTY PUBLIC LIBRARY
ANNUAL LIBRARY BOARD MEETING MINUTES
MONDAY, JANUARY 23, 2023**

CALL TO ORDER

The Library Board meeting was called to order at 4:25 p.m. by Christine Pochert Ringle, Library Board President.

PRESENT

Christine Pochert Ringle - President
Ann Rosen - Vice President
Marvin Curtis - Secretary
Alan Feldbaum - Member
Ruth Warren - Member

ABSENT

Terry Rensberger - Member
Nicole Garcia - Member

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
Lisa O'Brien - Director of Development
Charles Burnside - Public Safety Manager
James Masters - Legal Counsel

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on December 19, 2022
- b. Declare Excess Withdrawn Library Materials & Computers donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Grants

Ms. Rosen moved and Dr. Curtis seconded to approve the Consent Agenda. Ms. Pochert Ringle polled the Board: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Dr. Curtis – Aye; Dr. Warren - Aye; and Ms. Pochert Ringle - Aye. The motion carried.

DIRECTOR'S REPORT

The Library was awarded the Indiana Author Award and has selected Ashley C. Ford, author of *Somebody's Daughter*, to visit the Library.

The test solution for the water infiltration issue was successful. Precision Wall Systems will remove approximately 20 windows from the new portions of the building, completing the repair, and replacing the windows. The work is scheduled for early March.

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A new format of the Library Board meeting minutes will be implemented in the February 2023 Board packet. The minutes will include only the necessary documentation of motions, discussions, and votes and no longer include any supporting documents .

The Library has had three staff changes: Mel Lutz is now the new Education and Programming Manager, Emily Assenmacher is the Library's new Early Literacy Librarian and Rachael Finch is in a new role within the HR department as the Staff Development and Volunteer Coordinator.

The Library sponsored the MLK Breakfast this year for the first time with a vendor booth and provided an early literacy event as part of the celebration.

Thanks to the Technical Services staff's preparation and communication, the Library's recent move to a non-floating collection was seamless.

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

PATRON ENGAGEMENT REPORT

The Library ended 2022 with almost two million checkouts in both digital and physical items, over 13,000 new cardholders, and over 7,000 patrons reengaged with the Library. There were more than 585,000 visits to the Library and 110,000 reference questions were answered. An annual report will be presented at the February 2023 Library Board meeting.

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

FINANCIAL REPORT

Ms. Onjanette Dancler provided Year-End Financial Highlights of the Library. Under revenue, the Library received \$6,195,714.84 for the Local Income Tax general fund, Vehicle and Commercial Vehicle Excise Taxes of \$188,480.50, reimbursement of \$21,054.30 for the Tutt Solar project by EASSI/IFF, and donations from the annual appeal totaled \$16,805.00.

The Library has an open balance for construction of \$287,396.38.

The Library ended the year with an overall cash balance of \$29 million.

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

UNFINISHED BUSINESS

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There was no unfinished business to come before the Board.

NEW BUSINESS

a. Nominations and Election of Officers-Including Treasurer for 2023

The Library Board By-Laws, Article V, Section 2, states that no person shall hold the same office for more than two consecutive years. The 2023 officers have served two years in their current positions and are not eligible for re-election in those same positions.

The following nominations were conducted and approved by all Board members present: Dr. Marvin Curtis to serve as President; Dr. Warren to serve as Vice President; and Mr. Feldbaum to serve as Secretary of the Library Board for 2023. Ms. Pochert Ringle polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Dr. Curtis – Aye; Dr. Warren - Aye; and Ms. Pochert Ringle - Aye. The motion carried unanimously by all Board members present.

Mr. Feldbaum nominated Ms. Onjanette Dancler to serve as the Library's Treasurer. Dr. Curtis seconded the nomination. Ms. Pochert Ringle polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Dr. Curtis – Aye; Dr. Warren - Aye; and Ms. Pochert Ringle - Aye. The motion carried unanimously by all Board members present.

b. Board President Appointments

Dr. Curtis, Library Board President, announced his appointments for 2023 to the three standing Library Board committees as follows:

Finance Committee:

Chair: Terry Rensberger

Member: Christine Pochert Ringle

Human Resource Committee:

Chair: Nicole Garcia

Member: Ann Rosen

Public Service Committee:

Chair: Alan Feldbaum

Member: Ruth Warren

c. Annual Resolution for use of Facsimile Signature, Investment of Funds, and Surety Bond for Treasurer

Ms. Pochert Ringle moved and Mr. Feldbaum seconded that the Board adopt the Annual Resolution authorizing the use of the Treasurer's facsimile signatory for Library warrants, investments, and bank accounts; and authorizing the surety bond of the Treasurer for 2023. Dr. Curtis polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Ms. Pochert Ringle – Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

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**ANNUAL RESOLUTION FOR USE OF FACSIMILE SIGNATURE,
INVESTMENTS OF FUNDS AND SURETY BOND FOR TREASURER**

WHEREAS, the Board of Finance of St. Joseph County Public Library has designated depositories for the public funds of St. Joseph County Public Library; and

Whereas, in accordance with Article X, Section 4, of the Library Board By-laws, the following may be authorized by Library Board resolution, which must be duly passed at each Annual Meeting or after any special election of the Treasurer:

NOW, THEREFORE, BE IT RESOLVED by the Library Board of St. Joseph County Public Library, St. Joseph County, Indiana, that:

- a. The Library Treasurer is hereby authorized the use of a facsimile signature stamp for the signing of the Library's warrants.*
- b. The Executive Director and/or the Chief Public Services Officer of St. Joseph County Public Library are hereby authorized to use the Library Treasurer's facsimile signature stamp for the payment of approved claims when the Treasurer cannot be available to sign such warrants.*
- c. The Library Treasurer and/or the Executive Director are hereby authorized to periodically invest the Library's surplus funds in accordance with Indiana statute IC 5-13-9.*
- d. A surety bond in the amount of \$100,000 shall be acquired by St. Joseph County Public Library for the Treasurer of the St. Joseph County Public Library.*

d. Resolution to Pay Bills with Prior Approval

Mr. Feldbaum moved and Ms. Rosen seconded to approve the Resolution to Pay Bills with Prior Approval as presented. Dr. Curtis polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Ms. Pochert Ringle – Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

WHEREAS, the St. Joseph County Public library must pay its bills on time and the library board of the St. Joseph County Public Library recognizes that the library is responsible for paying its bills by their due date; and

WHEREAS, I.C. 36-12-3-16(b) authorizes libraries to make claim payments in advance of library board allowance for

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision*
- (2) Dues, subscriptions, and publications*
- (3) License or permit fees*
- (4) Insurance premiums*
- (5) Utility payments or connection charges*
- (6) Federal grant programs where:*
 - (A) advance funding is not prohibited; and*
 - (B) the contracting party posts sufficient security to cover the amount advanced*

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- (7) Grants of state funds authorized by statute
- (8) Maintenance and service agreements
- (9) Expenses related to the educational or professional development of an individual employed by the Library Board, including:
 - (A) in-service training;
 - (B) attending conferences, seminars or other special courses of instruction; and
 - (C) tuition reimbursement;
- (10) Leases or rental agreements
- (11) Bond or coupon payments
- (12) Payroll costs
- (13) State, federal, or county taxes
- (14) Expenses that must be paid because of emergency circumstances
- (15) Expenses incurred to advertise and promote the programs and services of the Library
- (16) Other expenses described in another Library Board resolution

NOW THEREFORE BE IT RESOLVED, that payments for the library's invoices may be made in advance of the regularly scheduled monthly board meeting so long as there is an itemized invoice or other appropriate documentation; and

BE IT FURTHER RESOLVED, that the following procedures will be followed in the event a claim payment is made in advance: (1) The Chief Financial Officer will certify to the library board that each claim for payment is true and correct; (2) The certification will be on the form prescribed by the State Board of Accounts and presented to the board for approval at the next regularly scheduled board meeting; and (3) The library shall comply with all other requirements for the payment of claims and will maintain adequate documentation of the transactions so that said transaction may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 23rd day of January, 2023, at which meeting a quorum was present.

e. Resolution for Electronic Funds Transfer

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

RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER

(Including Payroll and PERF)

WHEREAS, the Board of the St. Joseph County Public Library ("Library") has determined that it is beneficial to its financial operations to transact the financial affairs of the Library through electronic funds transfers including direct deposit.

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NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution or a retirement fund administered by the public employees' retirement fund, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages and other compensation and benefits owed to the Library employees, via direct deposit through the services provided by the applicable financial institutions, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-1-8-11, the library may accept various payments electronically as well, including but not limited to payments for fines and fees and tax disbursements, to the extent that such payments can be documented properly for audit purposes, and

BE IT FURTHER RESOLVED, that the Library Chief Financial Officer is hereby authorized to take any and all actions necessary to implement and accept electronic fund transfers, including direct deposit, for the Library, and that the Library Executive Director and Chief Financial Officer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of transactions conducted electronically so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 23rd day of January, 2023, at which meeting a quorum was present.

f. Resolution for Cancellation of Old Outstanding Checks

Dr. Warren moved to approve the Resolution for Cancellation of Old Outstanding Checks and Ms. Pochert Ringle seconded. Dr. Curtis polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Ms. Pochert Ringle - Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

RESOLUTION FOR CANCELLATION OF OLD OUTSTANDING CHECKS

WHEREAS, Board of the St. Joseph County Public Library finds according to IC 5-11-10.5 that checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

WHEREAS, the treasurer shall prepare on or before March 1 a list in duplicate of all checks outstanding for two years or more as of December 31 preceding. The original copy of each list shall be filed with the board of finance. The duplicate copy shall be filed by the disbursing officer of the library.

WHEREAS, the treasurer shall enter the amounts so listed as receipt to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the St. Joseph County Public Library do hereby cancel the outstanding warrants listed here.

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WARRANT NUMBER	DATE	VENDOR	FUND	<u>AMOUNT</u>
8536	January 30, 2020	Matthys, Ginny	101 Oper-Petty Cash	\$6.99
8565	October 8, 2020	Radant, Mellissa P.	101 Oper-Petty Cash	\$19.00
8567	October 8, 2020	Glavich, Kacee M	101 Oper-Petty Cash	\$19.00
8572	November 11, 2020	Osborn, Karolyn J.	101 Oper-Petty Cash	\$16.00
8577	December 15, 2020	McClements, Emily	101 Oper-Petty Cash	\$15.00

***DULY ADOPTED** by the Board of Trustees of the St. Joseph County Public Library at its regular meeting held on the 23rd day of January, 2023, at which meeting a quorum was present.*

g. St. Joe Coffee Co. Staff Tips

Lisa O'Brien, Director of Development, proposes that the Library allows the St. Joe Coffee Co. staff to accept tips from customers in order to attract and retain high-quality staff as well as keep the Library aligned with practices at other comparative workplaces without violating legal codes. Internal controls will be created to ensure that the tips are distributed fairly and reported accurately.

Mr. Feldbaum moved and Ms. Rosen seconded to allow St. Joe Coffee Co. staff to accept tips from customers. Dr. Curtis polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Ms. Pochert Ringle – Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried.

h. 2023 Employee Handbook

The Employee Handbook and Public Service Policy Manual include all policy changes approved in 2022.

Ms. Pochert Ringle moved and Dr. Warren seconded to approve the Employee Handbook of Policies and Procedures and the SJCPL Public Service Policy Manual as presented. Dr. Curtis polled the Board for the vote: Mr. Feldbaum - Aye; Ms. Rosen - Aye; Ms. Pochert Ringle – Aye; Dr. Warren - Aye; and Dr. Curtis - Aye. The motion carried..

OTHER BUSINESS

There was no other business to come before the Board.

HEARING OF VISITORS

No visitors elected to address the Board.

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NEWS AND EDUCATION ITEMS – ELLEN ANDERSON OF THE LOCAL AND FAMILY HISTORY DEPARTMENT

Ellen Anderson spoke to the Board about the Local and Family History Department's unique resources it has to offer the Library system such as clipping files, digitization equipment, city directories, high school yearbooks, microfilm, archival collections, rare and fragile books and maps. As the resources are only limited to the department at the Main Library, the department offers a digital collection, Michiana Memory, that can be accessed online.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday February 27, 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.
- Library Board Meeting, Monday March 27, 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.
- Library Board Meeting, Monday April 24, 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.
- 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.

ADJOURNMENT

There was no further business to come before the Board. Ms. Pochert Ringle moved and Ms. Rosen seconded to adjourn the January 2023 Library Board meeting. Dr. Curtis polled the Board on the motion: Mr. Feldbaum – Aye; 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 5:31 p.m.

Marvin Curtis, President

Ruth Warren, Vice President

Alan Feldbaum, Secretary

Nicole Garcia, Member

Christine Pochert Ringle, Member

Terry Rensberger, Member

Ann Rosen, Member