

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

CALL TO ORDER

The Library Board meeting was called to order at 4:15 by Dr. Marvin Curtis, in the Ballroom, at the Community Learning Center.

PRESENT

Marvin Curtis - President
Ruth Warren - Vice President
Alan Feldbaum – Secretary
Nicole Garcia – Member
Christine Porchert Ringle - Member
Terry Rensberger – Member
Ann Rosen – Member

ABSENT

ALSO IN ATTENDANCE

Stephanie Murphy - Executive Director
Onjanette Dancler - Chief Financial Officer
Rona Plummer - Chief Public Service Officer
Karen Mann – Chief Resource Officer
Dawn Matthews – Director of Branch Services
Kara Yeomans – Director of Human Resources
Jennifer Henecke – Chief Engagement Officer
Lisa O'Brien – Director of Special Projects
James Masters - Legal Counsel
Patrick Harpenau – Gibson Representative

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on September 18, 2023.
- b. Declare Excess Withdrawn Library Materials donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List

Ms. Pochert Ringle moved to approve the Consent Agenda. 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; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

DIRECTOR'S REPORT

Ms. Stephanie Murphy proceeded to give the director's report. She first spoke about the epidemic of loneliness and the partnership with Notre Dame researchers on what can be done to combat this in the community. Ms. Murphy then spoke briefly on the self-evaluations of staff being completed and moved on to mention some personnel changes. She gave an update on

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the branch development plans with MKM. Ms. Murphy highlighted some of the results. There were 2,400 community survey responses in which 94% classified as “promoters of the library.” The number one most important thing noted from the surveys was to keep an accessible collection of books. The next steps are to consider the impact of the future buildings as well as do an analysis of the mechanicals and other needs of the buildings. Ms. Murphy then mentioned that she had received the signed Memorandum of Understanding for Cultivate Food Rescue in which was to be discussed during unfinished business.

Dr. Garcia moved and Ms. Rosen seconded to approve the Director’s Report. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; 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 showed a video that highlights the Events and Venues Department.

Mr. Feldbaum moved and Ms. Pochert Ringle seconded to approve the Patron Engagement Report. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; 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. Ms. Dancler mentioned the audit that is still being processed with no current completion date. She mentioned that there will be an internal switch from TruPay to ADP services for a more efficient system. Ms. Dancler stated that the budget is at 52% overall keeping in line with numbers. The goal is to move money into the rainy-day fund for future repairs. She then spoke about the Tutt branch solar panels seeing a 37% savings in month one, and a 36.9% savings in month two. Ms. Dancler mentioned that there is \$5 million in the account with a 5.35% interest yield.

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

UNFINISHED BUSINESS

Ms. Stephanie Murphy gave the unfinished business report on the partnership with Cultivate Food Rescue. The Memorandum of Understanding was received and the contract was looked over by Mr. Masters, library legal counsel.

Ms. Pochert Ringle moved and Mr. Feldbaum seconded the motion to approve the unfinished business of the Memorandum of Understanding with Cultivate Food Rescue. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Mr.

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Feldbaum -Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

NEW BUSINESS

a. Insurance Eligibility:

Ms. Kara Yeomans went over the new insurance eligibility. This will change the current eligibility from 20+ hours for health insurance to 30 hours. There was a brief discussion to follow.

Ms. Rosen moved that the Board resolve to adopt the Insurance Eligibility and Mr. Feldbaum seconded. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle - Aye; Ms. Rosen - Aye; Mr. Feldbaum -Aye; Dr. Warren - Aye; Mr. Rensberger - Aye; Dr. Curtis - Aye. The motion carried.

b. Health Insurance Renewal:

Mr. Patrick Harpenau, a representative from Gibson, gave a presentation on the employee health insurance renewal.

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

c. Code of Conduct:

Ms. Rona Plummer gave the code of conduct update. This update includes the changes of adding violations. There was a brief discussion that followed on what updates were included. The policy is to be in effect immediately following approval.

Ms. Rosen moved to include “board members” throughout the policy.

Ms. Rosen moved and Ms. Pochert Ringle seconded the motion to Include Board Members Throughout the Code of Conduct Policy. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Mr. Feldbaum - Aye; Dr. Warren – Aye; Mr. Rensberger – Aye; Dr. Curtis - Aye. The motion carried.

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

d. Change Order:

Ms. Stephanie Murphy gave the change order. This is for Indiana Earth which will trigger payment of the retainage if approved.

Ms. Pochert Ringle moved and Dr. Garcia seconded to approve the Change Order. Dr. Curtis polled the Board for the vote: Dr. Garcia – Aye; Ms. Pochert Ringle – Aye; Ms. Rosen – Aye; Mr.

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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.

NEWS AND EDUCATION ITEMS

There was no news and education items to come before the board.

HEARING OF VISITORS

There were five visitors who addressed the board.

NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday November 11, 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 December 18, 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 January 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

Dr. Curtis adjourned the meeting at 5:21 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