

**ST. JOSEPH COUNTY PUBLIC LIBRARY
LIBRARY BOARD MEETING MINUTES
MONDAY, September 18, 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
Christine Porchert Ringle - Member
Terry Rensberger – Member
Ann Rosen - Member

ABSENT

Nicole Garcia - Member

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
James Masters - Legal Counsel

CONSENT AGENDA

- a. Approval of the Library Board minutes of the meeting held on August 28, 2023.
- b. Declare Excess Withdrawn Library Materials donated to the Friends of the Library
- c. Personnel Changes
- d. Bill List
- e. Grants

Ms. Pochert Ringle moved to approve the Consent Agenda. Dr. Warren seconded the motion. 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.

DIRECTOR'S REPORT

Ms. Stephanie Murphy proceeded to give the director's report. She first discussed the Disaster Plan Process. This would allow the library to possibly become a place of assistance in a county wide emergency. Ms. Murphy then mentioned a vandalism that occurred at the Western branch. There were two windows that had been broken, but fortunately were double paned glass, and did not need to be boarded up while waiting to be replaced. The Lasalle branch has been consistently seeing about 120 students after school and has been doing a great job keeping

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them engaged. Ms. Murphy mentioned that the Crowe audit has been successfully completed and thanked the business office team for all of their hard work. The Friends of the Library has rebranded as the Saint Joseph County Public Library Foundation. This reflects the actual work they do, which is more of a fundraising and grant recipient body. She said that in August there was a record number of 537 attendees at the baby times. Ms. Murphy then mentioned the branch visioning surveys have been filled out by staff. MKM will be meeting with staff on September 25th and 26th, while community input sessions and focus groups will be taking place in October. She mentioned that senior leadership received training on project management. There were staff who attended and presented at Indiana Library Federation's Youth Services Conference. Ms. Murphy closed with mentioning Staff Day on the 28th where there will be a full slate of continuing education sessions

Ms. Rosen moved and Mr. Rensberger 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. Stephanie Murphy gave the patron engagement report. She mentioned first that the gate count at Western was lower due to water issues that redirected patrons to use a different door. There were 66,000 visitors to the branches which was a 19% increase from last year. Computer use was up 31% and Wi-Fi was up 29% from last year. During the month of August, there were 1,000 new cardholders.

FINANCIAL REPORT

Ms. Onjanette Dancler gave the financial report. She said that the Crowe SBoA Audit was successfully completed on September 14th, and that they are still waiting to hear back on the county audit. She then stated that the operating fund account has \$5,907,654.00. The TrustIN has a yield of 5.1% and a balance of \$22,824,414.00. The interest gain has an overall total of \$424,414.00.

Mr. Feldbaum moved and Ms. Pochert Ringle seconded to approve the Patron Engagement and Financial Reports. 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.

NEW BUSINESS

a. Budget Adoption:

Ms. Rosen moved that the Board resolve to adopt the proposed 2024 budget and Mr. Feldbaum seconded. 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.

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b. TMV Lease:

Ms. Murphy presented the board with The Music Village lease. This lease renewal is for a ten-year lease. SJCPL has no current plans for the building, and would like to continue with the current tenants.

Ms. Rosen moved and Ms. Pochert Ringle seconded to approve the TMV Lease. 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. Patron Record Purge:

Ms. Karen Mann presented the board with the patron record purge. The Indiana Code requires that libraries “annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library” Currently records are purged for patrons after three years with no activity and with no fines or fines under \$20. Records are also purged after ten years with no activity with fines over \$20. SJCPL no longer charges overdue fines and has a pay what you can model for lost or billed items. In order to streamline the process, it is asked that patron records that have been inactive for at least three years be purged annually regardless of balance due, effective October 1, 2023. A short discussion followed.

Mr. Rensberger moved and Ms. Pochert Ringle seconded the motion to approve the Patron Record Purge. 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. Resolution to Add a Fund Line

Ms. Onjanette Dancler presented the board with the resolution to add a fund line. Ms. Dancler explained that this fund line is for the ACP Navigator to track the reimbursement of the grant funds.

Ms. Pochert Ringle moved and Mr. Feldbaum seconded to resolve to add a fund line. 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.

OTHER BUSINESS

There was no other business to come before the Board.

NEWS AND EDUCATION ITEMS

Jill Williams presented the 2023 Summer Reading program.

HEARING OF VISITORS

There were twenty-one visitors who addressed the board.

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NEXT LIBRARY BOARD MEETING DATES:

- Library Board Meeting, Monday October 23, 2023, 4:15 p.m. St. Joseph County Public Library Community Learning Center, 1st floor, Ballroom, 305 S. Michigan Street, South Bend IN 46601
- 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

ADJOURNMENT

Mr. Feldbaum moved and Mr. Rensberger seconded to approve to adjourn. 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.

The St. Joseph County Public Library Board meeting adjourned at 5:47 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