

**Minutes of the Starke County Public  
Library System's Board Meeting  
December 13, 2022**

**Members in Attendance:**

Kim Gingher, Ruth Bailey, Marcia Lochner, Steve Dodge, Julie Smith, Heather Quinn

**Non-Members in Attendance:** Kathleen Bowman, Director; Kathryn Lynch, Human Resources and Business Office Coordinator

- I. **Call to order** – **Kim Gingher** called the meeting to order at 4:27 P.M.
- II. **Public Comment:** No Public Comment
- III. **Amendment/Acceptance of proposed agenda**  
**Steve Dodge** made a motion to approve the agenda as presented.  
**Marcia Lochner** seconded; motion passed unanimously.
- IV. **Approval of minutes**  
**A. Steve Dodge** made the motion to accept the November 8, 2022, Regular Board Meeting minutes as presented. **Marcia Lochner** seconded; motion passed unanimously.
- V. **Approval for claims for December 2022**  
**Ruth Bailey** made the motion to approve the **Allowance of Accounts Payable Vouchers for December 2022 in the amount of \$263,559.62.**  
**Steve Dodge** seconded; motion passed unanimously.
- VI. **Financial report**
  - A. Depository and Cash Reconciliation**  
Director Bowman discussed the depository and cash reconcilements for Key Bank and 1<sup>st</sup> Source Bank for the month of November 2022.
  - B. Fund Report**  
Director Bowman informed the board how the fund balances should always match the depository and cash reconciliation balances.

**C. Appropriation Report**

Director Bowman informed the board how we stayed on track for spending for 2022.

**D. Revenue Report**

Director Bowman informed the board there was nothing out of the normal in the revenue report for November 2022.

**VII. Director's Report**

Director Bowman informed that board that we have purchased two new 3-D Printers and upcoming Holiday closures and activities.

**VIII. Monthly Statistical Report**

Director Bowman informed the board of the November 2022 statistics.

**IX. Personnel Actions**

**Ruth Bailey** made the motion to approve the Personnel Actions as presented. **Marcia Lochner seconded**; motion passed unanimously.

**X. New Business**

**A. Resolution to Pay End of Year Bills**

**Marcia Lochner** made the motion to allow Kathryn Lynch and Kathleen Bowman to pay end year end bills by December 29th. **Heather Quinn** seconded; motion passed unanimously.

**B. Motion to fix appropriations in the red**

**Steve Dodge** made the motion to allow Kathryn Lynch and Kathleen Bowman to make any necessary transfers to clear any appropriations that are negative. **Julie Smith** seconded; motion passed unanimously.

**C. Security Camera Quotes**

**Steve Dodge** made the motion to accept or table the Security Camera quotes from Avigilon. **Julie Smith** seconded; motion passed unanimously.

#### **D. Capital Assets Inventory**

Director Bowman gave the Board Members an update on the Capital Assets with a threshold of \$5,000.00.

#### **E. Any motion from the Executive Session**

**Steve Dodge** made the motion to approve the Director's salary of \$60,086.25. **Julie Smith seconded**; motion passed unanimously.

### **XI. Old Business**

#### **A. Strategic Plan Update**

Director Bowman has finalized the strategic plan for the Indiana State Library and will be sending it to them for the 1<sup>st</sup> of the year. She will send the finalized slides via email to the board. The plan was approved by the board at the October 11, 2022, board meeting. The plan will begin January 1, 2023 and run through December 31, 2027. The Leadership team met with ReThinking Libraries on December 6 and will be doing the Annual Plan the first few weeks of January.

### **XII. Any additional business to come before the board**

### **XIII. Adjournment**

**Ruth Bailey** made the motion to adjourn the December 13, 2022, Regular Board Meeting. **Marcia Lochner** seconded; motion passed unanimously.

Time 4:49 P.M.