

**Minutes of the Starke County Public
Library System's Board Meeting
January 18, 2022**

Members in Attendance:

Ruth Bailey, Julie Smith, Marcia Lochner, Heather Quinn

Members in Attendance via Phone:

Kim Gingher and Susan Lucas

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

- I. **Call to order – Kim Gingher** called the meeting to order at 4:25p.m.
- II. **Public Comment:** No Public Comment
- III. **Amendment/Acceptance of proposed agenda**
Susan Lucas made a motion to approve the agenda as presented.
Marcia Lochner seconded; motion passed unanimously.
- IV. **Election of President, Vice – President, Secretary, and Treasurer**
Julie Smith made the motion to table the Elections of 2022 until February 2022. **Marcia Lochner** seconded; motion passed unanimously.

This is due new board members, and we want them to be comfortable taking on a new role within the board.
- V. **Establish of regular monthly meeting schedule and time for 2022**
Marcia Lochner made the motion to keep the meeting on the second Tuesday of each month at 4:15 p.m. **Julie Smith** seconded; motion passed unanimously.
- VI. **Establish newspaper for official publications**
Susan Lucas made the motion to retain the **The Leader** as our newspaper for legal publications. **Julie Smith** seconded; motion passed unanimously.

VII. Establish Legal Counsel

Susan Lucas made the motion to table SCPLS' **Legal Counsel**. **Marcia Lochner** seconded; motion passed unanimously.

VIII. Approval of minutes

Susan Lucas made the motion to accept the December 28th, 2021, Year End Board Meeting minutes as presented. **Julie Smith** seconded; motion passed unanimously.

IX. Approval for claims for January 2022

Susan Lucas made the motion to approve the **Allowance of Accounts Payable Vouchers for January 2022 in the amount of \$126,758.35**. **Julie Smith** seconded; motion passed unanimously.

X. Financial report

A. Depository and Cash Reconciliation

Director Bowman discussed the depository and cash reconciliements for Key Bank and 1st Source Bank for the month of December 2021.

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 2021.

D. Revenue Report

Director Bowman informed the board there was nothing out of the normal in the revenue report for December 2021.

XI. Director's Report

Director Bowman informed the board of the start of the Children/YA's story walk, it has been a big hit that last few weeks. Winter reading as also started.

XII. Monthly and Year End Statistical Report

Director Bowman informed the board that over all the stats are higher than 2020.

XIII. Personnel Actions

There are no Personnel Actions currently.

XIV. New Business

A. Resolution to transfer to payroll bank fees

Ruth Bailey made the motion to transfer \$1,000.00 to Payroll Bank Fees. **Marcia Lochner** seconded; motion passed unanimously.

B. Resolution to transfer to the Rainy Day Fund

Marcia Lochner made the motion to transfer \$ 12,630.30 to the Rainy Day Fund. 15% of the unspent balance of the general fund \$84, 202.00. **Julie Smith** seconded; motion passed unanimously.

C. Year End Transfers

The board was informed that all the yearend transfers where able to be made within the appropriation categories.

Category 1 had \$2,890.89, 2 had \$751.91, 3 had \$13,956.36, and 4 had \$3,561.34 for a total of \$21,160.50.

D. Strategic Planning Information

Director Bowman went over the proposals of both companies, they were both recommend by the state library. MCLS proposal would cost around \$13,000 and Rethinking Libraries expected range would be \$9,800 to \$13,100.

Ruth Bailey made the motion to table the selecting of the strategic planning company until February 2022. **Julie Smith** seconded; motion passed unanimously.

XV. Any additional business to come before the board

There was no additional news to come before the board.

XVI. Adjournment

Ruth Bailey made the motion to adjourn the January 18, 2022 Regular Board Meeting. **Marcia Lochner** seconded; motion passed unanimously.

Time 5:07 P.M.