

**Minutes of the Starke County Public  
Library System's Board Meeting  
January 17, 2023**

**Members in Attendance:**

Kim Gingher, Ruth Bailey, Susan Lucas, Julie Smith, Steve Dodge, Heather Quinn

**Non-Members in Attendance:** Kathleen Bowman, Director

- I. **Call to order – Kim Gingher** called the meeting to order at 4:04 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. **Julie Smith** seconded; motion passed unanimously.
- IV. **Election of President, Vice – President, Secretary, and Treasurer**
  - a. **Heather Quinn** made the motion to retain **Kim Gingher** as our **President**. **Ruth Bailey** seconded; motion passed unanimously.
  - b. **Ruth Bailey** made the motion to retain **Steve Dodge** as our **Vice-President**. **Susan Lucas** seconded; motion passed unanimously.
  - c. **Steve Dodge** made the motion to retain **Ruth Bailey** as our **Secretary**. **Julie Smith** seconded; motion passed unanimously.
  - d. **Steve Dodge** made the motion to retain **Susan Lucas** as our **Treasurer**. **Julie Smith** seconded; motion passed unanimously.
- V. **Establish of regular monthly meeting schedule and time for 2023**  
**Steve Dodge** made the motion to keep the meeting on the second Tuesday of each month at 4:15 p.m. **Susan Lucas** seconded; motion passed unanimously.
- VI. **Establish newspaper for official publications**  
**Ruth Bailey** made the motion to retain the **The Leader** as our **newspaper for legal publications**. **Steve Dodge** seconded; motion passed unanimously.

**VII. Establish Legal Counsel**

**Steve Dodge** made the motion to retain **Newby, Lewis, Kaminski & Jones LLP as SCPLS' Legal Counsel**. **Julie Smith** seconded; motion passed unanimously.

**VIII. Approval of minutes**

**Susan Lucas** made the motion to accept the December 13<sup>th</sup>, 2022 Board Meeting minutes as presented. **Steve Dodge** seconded; motion passed unanimously.

**IX. Approval for claims for January 2023**

a. **Susan Lucas** made the motion to approve the **Allowance of Accounts Payable Vouchers for December 2022 Year End in the amount of \$93,851.70**. **Steve Dodge** seconded; motion passed unanimously.

b. **Susan Lucas** made the motion to approve the **Allowance of Accounts Payable Vouchers for January 2023 in the amount of \$57,691.33**. **Steve Dodge** seconded; motion passed unanimously.

**X. Financial report**

A. Depository and Cash Reconciliation

Director Bowman discussed the depository and cash reconciliations for Key Bank and 1<sup>st</sup> Source Bank for the month of December 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 December 2022.

**XI. Director's Report**

Director Bowman informed that board of Winter Reading 2023 and other happenings around the Library System.

**XII. Monthly and Year End Statistical Report**

**Director Bowman** gave the board the December 2022 Statistics Report and the Year End 2022 Statistics Report. We are happy to see an increase in Library visits and an increase in circulation of materials for the 2022 year.

**XIII. Personnel Actions**

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

**XIV. New Business**

**A. Resolution to transfer to payroll bank fees**

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

**B. 2022 Year-End Transfers**

**Steve Dodge** made the motion to approve the year-end transfers made to balance the negative appropriations in the collective amount of \$28,104.65. **Heather Quinn** seconded; motion passed unanimously.

**C. COVID Emergency Policy**

**Steve Dodge** made the motion to allow Director Bowman to use the COVID Emergency Relief Plan on an as needed basis. **Susan Lucas** seconded; motion passed unanimously. The Board will revisit the plan in the Spring.

**D. Library Closures Policy**

**Ruth Bailey** made the motion to accept the amended Library Closure Policy as presented. **Susan Lucas** seconded; motion passed unanimously.

**E. Board By Laws Review**

**Steve Dodge** made the motion to accept the Board By Laws as presented. **Susan Lucas** seconded; motion passed unanimously.

**XV. Any additional business to come before the board**

**There was no additional business.**

**XVI. Adjournment**

**Ruth Bailey** made the motion to adjourn the January 17, 2023, Regular Board Meeting. **Steve Dodge** seconded; motion passed unanimously.

Time 4:33 P.M.