

**Minutes of the Starke County Public  
Library System's Board Meeting  
March 8, 2022**

**Members in Attendance:**

Kim Gingher, Ruth Bailey, Susan Lucas, Marcia Lochner, Heather Quinn, Steve Dodge

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

- I. **Call to order – Kim Gingher** called the meeting to order at 4:21 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.  
**Susan Lucas** seconded; motion passed unanimously.
- IV. **Attorney Introduction**  
**Anthony Novak** from **Newby, Lewis, Kaminski & Jones LLP** introduced himself to the SCPLS Board of Trustees.
- V. **Approval of minutes**
  - A. **Steve Dodge** made the motion to accept the February 8, 2022, Regular Meeting minutes as presented. **Marcia Lochner** seconded; motion passed unanimously.
  - B. **Steve Dodge** made the motion to accept the February 8, 2022, Board of Finance Meeting minutes as presented. **Heather Quinn** seconded; motion passed unanimously.
- VI. **Approval for claims for March 2022**  
**Susan Lucas** made the motion to approve the **Allowance of Accounts Payable Vouchers for March 2022 in the amount of \$143,427.92.**  
**Marcia Lochner** seconded; motion passed unanimously.

## **VII. Financial report**

### **A. Depository and Cash Reconciliation**

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

## **VIII. Director's Report**

Director Bowman informed the board of updates happening around SCPLS including the carpet installation at Henry F. Schricker Branch and the OverDrive merger to the Indiana Digital Library.

## **IX. Monthly Statistical Report**

Director Bowman informed the board of the February 2022 statistics.

## **X. Personnel Actions**

There are no Personnel Actions currently.

## **XI. New Business**

### **A. 2022-2024 Landscaping Bids**

**Heather Quinn** made the motion to accept the bid from **K & K Landscaping**. **Steve Dodge** seconded; motion passed unanimously.

### **B. Resolution Non-Resident Fee**

**Steve Dodge** made the motion to approve the increase of the Non-Resident Fee to \$70.00 as amended. **Susan Lucas** seconded; motion passed unanimously.

**C. Capital Assets Policy Amendment**

**Ruth Bailey** made the motion to accept the amendment of the Capital Assets Policy to increase the Capital Assets threshold to \$5,000.00 and include a depreciation scale of assets. **Susan Lucas** seconded; motion passed unanimously.

**XII. Old Business**

**A. Covid Relief Plan Review**

**Steve Dodge** made the motion to give Director Bowman permission to use the Covid Relief Plan as needed through December 31, 2022. **Marcia Lochner** seconded; motion passed unanimously.

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

Director Bowman and the Leadership Team had a Strategic Plan Kick-Off Meeting on February 25, 2022, with Rethinking Libraries. This meeting included a game plan of action going forward and what data we need to collect to send the company for review.

**XIV. Adjournment**

**Ruth Bailey** made the motion to adjourn the March 8, 2022, Regular Board Meeting. **Steve Dodge** seconded; motion passed unanimously.

Time 5:11 PM