

Minutes of the Starke County Public  
Library System's Board Meeting  
August 13, 2024

**Members Present:**

Ruth Bailey, Julie Smith, Steve Dodge, Susan Lucas, Heather Quinn, Marcia Lochner

**Non – Members Present:**

Kathleen Bowman – Director

- I. **Call to order** –Steve Dodge called the meeting to order at 4:20 P.M.
- II. **Public Comment:** No Public Comment
- III. **Amendment/Acceptance of Proposed Agenda**  
**Susan Lucas** made the motion to approve the agenda as presented.  
**Marcia Lochner** seconded; motion passed unanimously.
- IV. **Approval of Minutes**  
**Susan Lucas** made the motion to accept the **July 9, 2024, Regular board meeting minutes** as presented. **Marcia Lochner** seconded; motion passed unanimously.
- V. **Approval of claims for August 2024**  
**Susan Lucas** made the motion to approve the **Allowance of Accounts Payable Voucher in the amount of \$157,106.65 for August 2024.** **Heather Quinn** seconded; motion passed unanimously.
- VI. **Financial Reports were given by Director Bowman.**
  - 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 July 2024.
  - B. **Fund Report**  
Director Bowman informed the board how the fund report balance should always match the depository and cash reconciliation balances.
  - C. **Appropriation Report**  
Director Bowman informed the board we are on track with spending.
  - D. **Revenue Report**  
Director Bowman informed the board there was nothing out of the normal in the revenue report for the month of July 2024.

**VII. Director's Report**

The Director's Report was given by Director Bowman. Updates included: What book is in the Storywalk, Dolly Parton Imagination Library update, and other happenings around the Library System.

**VIII. Monthly Statistical Report**

The July 2024 Monthly Statistical report was given by Director Bowman.

**IX. Personnel Report**

**There are no Personnel Actions.**

**X. New Business**

**A. Personnel Handbook 200 policies**

**Susan Lucas** made a motion to approve the **Personnel Handbook 200 policies** as presented. **Marcia Lochner** seconded; motion passed unanimously.

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

**Director Bowman informed the Board of maintenance issues on the front and back windows of the dome and leaking inside the Library. We are working with Kalwall to get it inspected and insurance things are properly sealed.**

**XII. Adjournment**

**Ruth Bailey** made the motion to adjourn the **August 13, 2024** regular board meeting. **Susan Lucas** seconded; motion passed unanimously.  
**Time 4:35 P.M.**