

**Minutes of the Starke County Public
Library System's Board Meeting
December 12, 2023**

Members in Attendance:

Kim Gingher, Ruth Bailey, Susan Lucas, 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 4:28 PM
- 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. **Approval of minutes**
A. Steve Dodge made the motion to accept the November 14, 2023, Regular Board Meeting minutes as presented. **Susan Lucas** seconded; motion passed unanimously.
- V. **Approval for claims for December 2023**
Susan Lucas made the motion to approve the **Allowance of Accounts Payable Vouchers for December 2023 in the amount of \$154,649.14.**
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 1st Source Bank for the month of November 2023.
 - 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 2023.

D. Revenue Report

Director Bowman informed the board there was nothing out of the normal in the revenue report for November 2023.

VII. Director's Report

Director Bowman informed that board the 2024 Budget has been approved by the DLGF; an update on the Dolly Parton's Imagination Library; Winter Reading 2024 information; and upcoming Holiday closures.

VIII. Monthly Statistical Report

Director Bowman informed the board of the November 2023 statistics.

IX. Personnel Actions

There are no Personnel Actions to discuss.

X. New Business

A. Resolution to Pay End-of-Year Bills

Steve Dodge made the motion to allow Kathryn Lynch and Kathleen Bowman to pay end-of-year 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. **Marcia Lochner** seconded; motion passed unanimously.

C. Capital Assets Inventory

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

D. 2023 Strategic Plan Update

Director Bowman gave an update on the 2023 Annual Goals set by the 2023-2027 Strategic Plan.

E. Salaries 2024

Steve Dodge made the motion to approve the 2024 Salaries. **Susan Lucas seconded**; motion passed unanimously.

F. Any motion from the Executive Session

Steve Dodge made the motion to approve the Director's salary of \$64,292.00. **Marcia Lochner seconded**; motion passed unanimously.

XI. Any additional business to come before the board

Director Bowman informed the board of the Northwest Indiana Library Board Association (NILBA) will be having a training session on March 7 that will include a dinner and training provided by the Indiana State Library. She will follow up on details and she gets them after the New Year.

XII. Adjournment

Ruth Bailey made the motion to adjourn the December 12, 2023, Regular Board Meeting. **Steve Dodge** seconded; motion passed unanimously.

Time 5:00 PM