

**Minutes of the Starke County Public
Library System's Board Meeting
January 14, 2025**

Members in Attendance:

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

Non-Members in Attendance: Kathleen Bowman, Director

- I. **Call to order – Kim Gingher** called the meeting to order at 4:15 PM 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. **Election of President, Vice – President, Secretary, and Treasurer**
 - a. **Heather Quinn** made the motion to retain **Kim Gingher** as our **President**. **Steve Dodge** seconded; motion passed unanimously.
 - b. **Heather Quinn** made the motion to retain **Steve Dodge** as our **Vice-President**. **Steve Dodge** seconded; motion passed unanimously.
 - c. **Heather Quinn** made the motion to retain **Ruth Bailey** as our **Secretary**. **Steve Dodge** seconded; motion passed unanimously.
 - d. **Heather Quinn** made the motion to retain **Susan Lucas** as our **Treasurer**. **Steve Dodge** seconded; motion passed unanimously.
- V. **Establish regular monthly meeting schedule and time for 2025**
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**

Steve Dodge made the motion to retain the **The Leader** as our newspaper for legal publications. **Susan Lucas** seconded; motion passed unanimously.

VII. Establish Legal Counsel

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

VIII. Approval of minutes

- a. **Heather Quinn** made the motion to accept the December 10th, 2024 Executive Board meeting as presented. **Susan Lucas** seconded; motion passed unanimously.
- b. **Susan Lucas** made the motion to accept the December 10th, 2024 Board Meeting minutes as presented. **Steve Dodge** seconded; motion passed unanimously.

IX. Approval of 2023 Year End claims

Susan Lucas made the motion to approve the **Allowance of Accounts Payable Vouchers for December 2024 Year End in the amount of \$254,253.09** **Steve Dodge** seconded; motion passed unanimously.

X. Approval of claims January 2024

Susan Lucas made the motion to approve the **Allowance of Accounts Payable Vouchers for January 2025 in the amount of \$20,385.23**. **Steve Dodge** seconded; motion passed unanimously.

XI. 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 2024.

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 2024.

D. Revenue Report

Director Bowman informed the board there was nothing out of the normal in the revenue report for December 2024.

XII. Director's Report

Director Bowman informed the board of Winter Reading 2025 and other happenings around the Library System.

XIII. Monthly and Year End Statistical Report

Director Bowman gave the board the December 2024 Statistics Report; Year End Statistics will come in February.

XIV. Personnel Actions

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

XV. New Business

A. 2024 Year-End Transfers

Steve Dodge made the motion to approve the 2024 Year End Transfers to fix any appropriations in the red. **Susan Lucas** seconded; motion passed unanimously.

B. Resolution to Authorize electronic Fund Transfers

Steve Dodge made the motion to accept the Electronic Fund transfers. **Susan Lucas** seconded; motion passed unanimously.

XVI. Old Business

a. Lighting Maintenance Update

Director Bowman informed the Board of Busse's Quote for the Lighting Maintenance needed to be done; because Busse was the company to retrofit the lighting in 2017, the Board would like to remain with them. The quote covered (and paid) by remaining 2024 budget money, with a few lighting options not covered by the quote that will be paid in 2025. A formal motion will happen in February.

XVII. Any additional business to come before the board

There was no additional business to come before the board.

XVIII. Adjournment

Ruth Bailey made the motion to adjourn the January 14, 2025 Regular Board Meeting. **Steve Dodge** seconded; motion passed unanimously.

Time **4:46 P.M.**