

Minutes of the Starke County Public
Library System's Board Meeting
November 12, 2024

Members Present:

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

Non – Members Present:

Kathleen Bowman – Director, Kathryn Lynch – HR/Business Office Coordinator

- I. **Call to order** –Kim Gingher called the meeting to order at 4:15 P.M.
- II. **Public Comment:** No Public Comment
- III. **Amendment/Acceptance of Proposed Agenda**
Steve Dodge made the motion to approve the agenda as presented.
Julie Smith seconded; motion passed unanimously.
- IV. **Approval of Minutes**
Steve Dodge made the motion to accept the **October 8, 2024 meeting minutes** as presented. **Susan Lucas** seconded; motion passed unanimously.
- V. **Approval of claims for November 2024**
Susan Lucas made the motion to approve the **Allowance of Accounts Payable Voucher in the amount of \$218,490.63 for November 2024.** **Steve Dodge** 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 1st Source bank for the month of October 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 October 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 October 2024 Monthly Statistical report was given by Director Bowman.

IX. Personnel Report

There are no Personnel Actions.

X. New Business

A. Job Descriptions

Heather Quinn made a motion to approve the **Job Descriptions** as presented. **Steve Dodge** seconded; motion passed unanimously.

The Job Descriptions brought to the Board included: Adult Patron Services Assistant, Adult Reference Department Head, Adult Reference Assistant, Maintenance Technician, Evening Janitor, Business Office Coordinator (Part Time), Technical Services Assistant, and Library Security Guard.

B. 400 and 500 Personnel Handbook Policies

Steve Dodge made a motion to accept **400 and 500 Personnel Handbook Policies** as amended. **Susan Lucas** seconded; motion passed unanimously.

XI. Any additional business to come before the board

Board President Kim Ginger reminded the Board to fill out the Director's Evaluation Form before the December Board Meeting. She is specifically looking for comments.

XII. Adjournment

Ruth Bailey made the motion to adjourn the **November 12, 2024** regular board meeting. **Steve Dodge** seconded; motion passed unanimously.

Time 4:31 P.M.