

**Minutes of the Starke County Public
Library System's Board Meeting
January 9, 2024**

Members in Attendance:

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

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

- I. **Call to order – Kim Gingher** called the meeting to order at **4:16 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.
Marcia Lochner seconded; motion passed unanimously.
- IV. **Election of President, Vice – President, Secretary, and Treasurer**
 - a. **Steve Dodge** made the motion to retain **Kim Gingher** as our **President, Steve Dodge** as **Vice President, Ruth Bailey** as our **Secretary, and Susan Lucas** as our **Treasurer. Heather Quinn** seconded; motion passed unanimously.
- V. **Establish of regular monthly meeting schedule and time for 2024**
Steve Dodge made the motion to keep the meeting on the second Tuesday of each month at 4:15 p.m. **Julie Smith** seconded; motion passed unanimously.
- VI. **Establish newspaper for official publications**
Marcia Lochner made the motion to retain the **The Leader** as our **newspaper for legal publications. Steve Dodge** seconded; motion passed unanimously.

VII. Establish Legal Counsel

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

VIII. Approval of minutes

a. **Steve Dodge** made the motion to accept the December 12th, 2023 Executive Board meeting as presented. **Marcia Lochner** seconded; motion passed unanimously.

b. **Steve Dodge** made the motion to accept the December 12th, 2023 Board Meeting minutes as presented. **Julie Smith** 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 2022 Year End in the amount of \$140,259.67** **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 2024 in the amount of \$64,523.87**. **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 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 December 2023.

XII. Director's Report

Director Bowman informed that board of Winter Reading 2024 and other happenings around the Library System.

XIII. Monthly and Year End Statistical Report

Director Bowman gave the board the December 2023 Statistics Report and the Year End 2023 Statistics Report.

XIV. Personnel Actions

There were no Personnel Actions to present to the board.

XV. New Business

A. Resolution to transfer to payroll bank fees

Steve Dodge made the motion to transfer \$1,000.00 to Payroll Bank Fees. **Susan Lucas** seconded; motion passed unanimously.

B. 2023 Year-End Transfers

Year-End Transfers were performed by Kathryn Lynch and Kathleen Bowman and were all transferred within appropriate categories. There is no action needed from the Board.

C. Resolution to Authorize Electronic Fund Transfers

Steve Doge made the motion to accept the **Resolution to Authorize Electronic Fund Transfers**. **Julie Smith** seconded; motion passed unanimously.

XVI. Any additional business to come before the board

There was no additional business discussed.

XVII. Adjournment

Ruth Bailey made the motion to adjourn the January 9, 2024 Regular Board Meeting. **Steve Dodge** seconded; motion passed unanimously.

Time **4:35 PM**.