

Minutes of the Starke County Public
Library System's Board Meeting
June 11, 2024

Members Present:

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

Non – Members Present:

Kathleen Bowman - Director

- I. **Call to order** –Kim Gingher called the meeting to order at 4:18 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.
Julie Smith seconded; motion passed unanimously.
- IV. **Approval of Minutes**
Susan Lucas made the motion to accept the **May 14, 2024, Regular board meeting minutes** as presented. **Julie Smith** seconded; motion passed unanimously.
- V. **Approval of claims for June 2024**
Susan Lucas made the motion to approve the **Allowance of Accounts Payable Voucher in the amount of \$173,363.06 for June 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 May 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 May 2024.

VII. Director's Report

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

VIII. Monthly Statistical Report

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

IX. Personnel Report

There are no Personnel Actions.

X. New Business

A. Service Animal Policy Review

Steve Dodge made a motion to approve the **Service Animal Policy** as presented. **Marcia Lochner** seconded; motion passed unanimously.

B. PTO Policy Review

Steve Dodge made a motion to approve the **Paid Time Off(PTO) Policy** as presented. **Julie Smith** seconded; motion passed unanimously.

C. Grievances Policy Review

Steve Dodge made a motion to approve the **Grievances Policy** as presented. **Marcia Lochner** seconded; motion passed unanimously.

XI. Any additional business to come before the board

Director Bowman informed the Board of upcoming that the Personnel Handbook Policies and Job Descriptions will be up for review through the rest of the year.

XII. Adjournment

Ruth Bailey made the motion to adjourn the **June 11, 2024** regular board meeting. **Steve Dodge** seconded; motion passed unanimously.

Time 4:34 P.M.