

Minutes of the Starke County Public
Library System's Board Meeting
May 14, 2024

Members Present:

Kim Gingher, Julie Smith, Marcia Lochner, Heather Quinn, Susan Lucas

Non – Members Present:

Kathleen Bowman - Director

- 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**
Marcia Lochner made the motion to approve the agenda as presented.
Susan Lucas seconded; motion passed unanimously.
- IV. **Approval of Minutes**
Heather Quinn made the motion to accept the **April 9, 2024, Regular board meeting minutes** as presented. **Marcia Lochner** seconded; motion passed unanimously.
- V. **Approval of claims for May 2024**
Susan Lucas made the motion to approve the **Allowance of Accounts Payable Voucher in the amount of \$209,595.93 for May 2024.** **Julie Smith** 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 April 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 April 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 April 2024 Monthly Statistical report was given by Director Bowman.

IX. Personnel Report

Susan Lucas made the motion to accept the **Personnel Report** as presented. **Marcia Lochner** seconded; motion passed unanimously.

X. New Business

A. Dress Code Amendment

Marcia Lochner made a motion to approve the **Dress Code Policy amendment** as presented. **Susan Lucas** seconded; motion passed unanimously.

B. Drug Free Workplace Policy and Disclaimer Review

Marcia Lochner made a motion to approve the **Drug Free Workplace Policy and Disclaimer** as presented. **Heather Quinn** seconded; motion passed unanimously.

XI. Any additional business to come before the board

Director Bowman let the Board know that the **Hive Women's Giving Circle** is granting the **Children's Department** a **TBD amount of money** for to help update the **Children's Programming space**.

XII. Adjournment

Susan Lucas made the motion to adjourn the **May 14, 2024** regular board meeting. **Julie Smith** seconded; motion passed unanimously.
Time 4:33 P.M.