

Minutes of the Starke County Public  
Library System's Board Meeting  
October 8, 2024

**Members Present:**

Kim Gingher, Julie Smith, Susan Lucas, Heather Quinn, Marcia Lochner, 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.  
**Marcia Lochner** seconded; motion passed unanimously.
- IV. **Approval of Minutes**
  - A. **Heather Quinn** made the motion to accept the **September 10, 2024, Budget Hearing meeting minutes** as presented. **Steve Dodge** seconded; motion passed unanimously.
  - B. **Susan Lucas** made the motion to accept the **September 10, 2024, Regular board meeting minutes** as presented. **Julie Smith** seconded; motion passed unanimously.
- V. **Approval of claims for October 2024**  
**Susan Lucas** made the motion to approve the **Allowance of Accounts Payable Voucher in the amount of \$181,885.73 for October 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 1<sup>st</sup> Source bank for the month of September 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 September 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 September 2024 Monthly Statistical report was given by Director Bowman.

**IX. Personnel Report**

**There are no Personnel Actions.**

**X. New Business**

**A. 2025 Budget Adoption**

**Susan Lucas** made a motion to approve the **2025 Budget** as presented. **Steve Dodge** seconded; motion passed unanimously.

**B. Snow Removal Bids**

**Steve Dodge** made a motion to accept **K & K Lawn Services** Snow Bid for the 2024-2026 Seasons with the amendment of salt being \$0.55 per pound. **Marcia Lochner** seconded; motion passed unanimously.

**C. Job Descriptions**

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

The Job Descriptions brought to the Board included: Adult Patron Services Department Head, Adult Programming and Marketing Coordinator, Branch Coordinator, Children's Assistant, Children's Department Head, Circulation Clerk, Circulation Coordinator, HR/Business Office Coordinator, Page, Systems Administrator, Technical Services Department Head and Teen Coordinator.

**D. Salary Schedule**

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

**XI. Any additional business to come before the board**

**XII. Adjournment**

**Ruth Bailey** made the motion to adjourn the **October 8, 2024** regular board meeting. **Steve Dodge** seconded; motion passed unanimously.

Time 4:46 P.M.