

**Minutes of the Starke County Public
Library System's Board Meeting
January 13, 2026**

Members in Attendance:

Kim Gingher, Ruth Bailey, Susan Lucas, Steve Dodge, Heather Quinn, Rebecca Despot, Jo Anne Bailey

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

- I. **Call to order – Kim Gingher** called the meeting to order at 4:18 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.
JoAnne Bailey seconded; motion passed unanimously.

- IV. **Election of President, Vice – President, Secretary, and Treasurer**
 - a. **Ruth Bailey** made the motion to retain **Kim Gingher** as our **President**.
Heather Quinn seconded; motion passed unanimously.
 - b. **Ruth Bailey** made the motion to retain **Steve Dodge** as our **Vice-President**. **Heather Quinn** seconded; motion passed unanimously.
 - c. **Susan Lucas** made the motion to retain **Ruth Bailey** as our **Secretary**.
Steve Dodge seconded; motion passed unanimously.
 - d. **Ruth Bailey** made the motion to retain **Susan Lucas** as our **Treasurer**.
Heather Quinn seconded; motion passed unanimously.

- V. **Establish regular monthly meeting schedule and time for 2026**
Steve Dodge made the motion to keep the meeting on the second Tuesday of each month at 4:15 p.m. **JoAnne Bailey** seconded; motion passed unanimously.

- VI. **Establish newspaper for official publications**
Steven Dodge made the motion to retain the **The Leader** as our **newspaper for legal publications**. **JoAnne Bailey** seconded; motion passed unanimously.

VII. Establish Legal Counsel

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

VIII. Approval of minutes

a. **Steve Dodge** made the motion to accept the December 9th, 2025 Executive Board meeting as presented. **Susan Lucas** seconded; motion passed unanimously.

b. **Steve Dodge** made the motion to accept the December 9th, 2025 Board Meeting minutes as presented. **JoAnne Bailey** seconded; motion passed unanimously.

IX. Approval of 2025 Year End claims

Susan Lucas made the motion to approve the **Allowance of Accounts Payable Vouchers for December 2025 Year End in the amount of \$163,608.51**. **Steve Dodge** seconded; motion passed unanimously.

X. Approval of claims January 2026

Susan Lucas made the motion to approve the **Allowance of Accounts Payable Vouchers for January 2026 in the amount of \$269,813.93**. **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 2025.

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 2024.

D. Revenue Report

Director Bowman informed the board there was nothing out of the normal in the revenue report for December 2025.

XII. Director's Report

Director Bowman informed that board of Winter Reading 2026, Dolly Parton's Imagination Library, book ordering system, and other happenings around the Library System.

XIII. Monthly and Year End Statistical Report

Director Bowman gave the board the December 2025 Statistics Report and Year End 2025 Reports.

XIV. Personnel Actions

Steven Dodge made the motion to approve the Personnel Actions as presented. **Susan Lucas** seconded; motion passed unanimously.

XV. New Business

A. 2025 Year-End Transfers

Steve Dodge made the motion to approve the 2025 Year End Transfers to fix any appropriations in the red. **JoAnne Bailey** seconded; motion passed unanimously.

B. Resolution to Authorize Electronic Fund Transfers

Steve Dodge made the motion to accept the Electronic Fund transfers. **JoAnne Bailey** seconded; motion passed unanimously.

C. Continuing Education and Mileage Policy Amendments

Steve Dodge made the motion to accept the Continuing Education and Mileage Policy as presented. **JoAnne Bailey** seconded; motion passed unanimously.

D. Debit/Credit Card Systems

Rebecca Despot made the motion to use **Square** system for Debit and Credit Card Payments. **Susan Lucas** seconded; motion passed unanimously.

XVI. Any additional business to come before the board

JoAnne Bailey asked about the library being a place patrons could register to vote.

XVII. Adjournment

Ruth Bailey made the motion to adjourn the January 13, 2026 Regular Board Meeting. **Steve Dodge** seconded; motion passed unanimously.

Time 5:00 P.M.