Minutes of the Starke County Public
Library System’s Board Meeting
November 10, 2020

Members Present:
Ruth Bailey

Members Present Via Telephone:
Kim Gingher, Melba Shilling, Susan Lucas, Nicole Salazar, Judy Troike

Non – Members Present:
Kathleen Bowman—Director, Liz Pease—Attorney, 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

Judy Troike made the motion to amend the November 10, 2020 agenda, adding e. Health Insurance to New Business. Nicole Salazar seconded; motion passed unanimously.

IV. Approval of Minutes

Judy Troike made the motion to accept the October 13, 2020 Board Minutes as presented. Susan Lucas seconded; motion passed unanimously.

V. Approval of claims for November 2020
Judy Troike made the motion to approve the Allowance of Accounts Payable Voucher in the amount of $144,968.50 for November 2020. Nicole Salazar seconded; motion passed unanimously.

VI. Financial Reports were given by Director Bowman.

A. Depository and Cash Reconcilement
Director Bowman discussed the depository and cash reconcilements for Key Bank and 1st Source bank for the month of November 2020.

Approved December 8, 2020 by the SCPLS Board of Trustees.
B. Fund Report
   Director Bowman informed the board how the fund report balance should always match the depository and cash reconcilement 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 November 2020.

VII. Director’s Report

   Kathleen gave the Director’s report for November 2020. We had installed cameras at our branch locations, San Pierre and Hamlet have been completed they will return to do Koontz lake when they have more supplies since they had to be hard wired. The meeting rooms where closed on November 3rd.

VIII. New Business

   A. Resolution to Transfer Money to 3D Printing
      Melba Shilling made the motion to transfer money from the General Fund to the 3D Printing Fund. Judy Troike seconded; motion passed unanimously.

   B. Resolution to Transfer Money to LSTA Grant
      Melba Shilling made the motion to transfer money from the General Fund to the LSTA Grant Fund. Judy Troike seconded; motion passed unanimously.

   C. Library of Things Legal Agreement
      Nicole Salazar made the motion to accept the Library of Things Legal Agreement. Susan Lucas seconded; motion passed unanimously. Kathleen discussed what kind of items we would start the library of things with like board games, STEAM kits, and toddler kits. The lending of these items wouldn’t start till 2021, depending on the COVID-19 situation.

   D. End of Year Board Meeting
      The end of the year board meeting will be held on December 29, 2020 at 10:00 AM.
E. Health Insurance
Melba Shilling made the motion to accept the United HealthCare Insurance package and have SCPLS cover 85% percent of employee coverage. Judy Troike seconded; motion passed unanimously.

IX. Old Business
A. COVID-19 Update
Susan Lucas made the motion to close all meeting rooms through December 31, 2020. Melba Shilling seconded; motion passed unanimously.

X. Any additional business to come before the board
Kathleen brought up to the board about our COVID policies as they expire at the end of this year and the potential need for an executive session before next board meeting.

XI. Adjournment
Ruth Bailey made the motion to adjourn the November 10, 2020 regular board meeting. Judy Troike seconded; motion passed unanimously.

Time 4:52 P.M.