

ST. JOSEPH COUNTY PUBLIC LIBRARY  
South Bend, Indiana

LIBRARY BOARD MEETING

Monday, January 23, 2012 - 4:15 p.m.

**At the Main Library – Presentation Room, 3<sup>rd</sup> Floor**  
**304 South Main Street**  
**South Bend, Indiana 46601**

**AGENDA**

**(for the Regular monthly meeting)**

1. Call to order.
2. Determination of quorum.
3. Library Board Minutes of December 12, 2011.
4. Director's Report.
5. Library Bill List for January 23, 2012.
6. Personnel Changes:

**Appointments:**

(Mr.) Jarrett Mitchell, Part-time Library Technician, (Level 6), LaSalle Branch, effective December 18, 2011.

(Ms.) Brittany Feathers, Part-time Library Technician, (Level 6), Tutt Branch, effective December 18, 2011.

(Mr.) Christopher Shaw, Part-time Library Technician, (Level 6), Lakeville Branch, effective December 18, 2011.

(Ms.) Francesca Baca, Part-time Library Technician, (Level 6), Francis Branch, effective December 18, 2011.

(Mr.) Michael Zeigler, Part-time Library Assistant, (Level 8), Sights & Sounds, Main Library, effective January 15, 2011.

(Ms.) Sara N. Fuchs, Substitute Library Assistant, (Level 7), Human Resources, Main Library, effective January 16, 2012.

(Ms.) Karen Berk, Part-time Shelver, (Level 3), German Township Branch, effective January 9, 2012.

**Rehired:**

(Ms.) Beth Towle, Part-time Library Technician, (Level 6), Centre Township Branch, effective December 18, 2011.

**Transfer:**

(Mr.) Jacob A. Moore, Library Assistant, (Level 8), from Magazine Newspapers, Fiction to Reference & Information Services, Main Library, effective December 27, 2011.

(Mr.) Michael May, Part-time Shelver, (Level 3), from Tutt Branch, to Circulation Services, Main Library, effective January 15, 2012.

**Promotions:**

(Mr.) Nicholas Arzola, from Part-time Shelver, (Level 3) to Part-time Library Technician, (Level 6), German Township Branch, effective December 18, 2011.

(Mr.) Ryan Kuder, from Part-time Shelver, (Level 3), to Part-Time Library Technician, (Level 6), River Park Branch, effective December 18, 2011.

(Mr.) Samuel Stewart, from Part-time Circulation Associate, (Level 5), to Part-time Library Technician, (Level 6), North Liberty Branch, effective December 18, 2011.

**Wage Adjustments: (per Personnel Policy #6.2)**

(Mr.) Nicholas Arzola, from Part-time Shelver, (Level 3) to Part-time Library Technician, (Level 6), German Township Branch, effective January 1, 2012.

(Mr.) Ryan Kuder, from Part-time Shelver, (Level 3), to Part-Time Library Technician, (Level 6), River Park Branch, effective January 1, 2012.

(Mr.) Samuel Stewart, from Part-time Circulation Associate, (Level 5), to Part-time Library Technician, (Level 6), North Liberty Branch, effective January 1, 2012.

(Ms.) Beth Towle, Part-time Library Technician, (Level 6), Centre Township Branch, effective January 1, 2012.

(Mr.) Jarrett Mitchell, Part-time Library Technician, (Level 6), LaSalle Branch, effective January 1, 2012.

(Ms.) Brittany Feathers, Part-time Library Technician, (Level 6), Tutt Branch, (effective January 1, 2012.

**RESIGNATIONS:**

(Ms.) Dominique Hatcher, Part-time Shelver, (Level 3), Francis Branch, effective December 30, 2011.

(Ms.) Hannah Beutter, Part-time Shelver, (Level 3), Francis Branch, effective December 6, 2011.

(Ms.) Marcia A. Elsbury, Substitute Custodian, (Level 4), Custodian Services, Main Library, effective December 27, 2011.

**End of Employment:**

(Ms.) Judith Newton, Full-time Library Assistant, (Level 8), Reference & Information Services, Main Library, effective December 27, 2011.

**Terminations:**

(Mr.) Christopher Shaw, Part-time Library Technician, (Level 6), Lakeville Branch, effective January 6, 2012.

7. **Reports of Special Library Board Committees and Other Special Committees:**

No special Library Board Committee meetings were held since the last Library Board meeting that need to be reported.

8. Unfinished Business: there is no unfinished business for the Board to consider at this time.

9. New Business:

a. **2012 Indiana State Summer Work Study Program:** Library Board approval of SJCPL's participation in this State-funded program for Summer 2012.

b. **Professional Meetings/Staff Training Budget Plan for 2012:** Board approval of the 2012 plan of expenditures for Operating Fund Account 0324.0, Professional Meetings/Staff Training.

- c. **Annual Salary of Director:** Library Board approval of a new annual salary for the Director, effective January 1, 2012, as provided by the Employment Agreement.
  - d. **Library Board Resolution Authorizing the Board Treasurer to Request Advance Draws from the St. Joseph County Auditor** to meet the on-going expenses of the Library prior to the June 30th and December 31, 2012 tax settlements.
  - e. **Additional Appropriation of Excess Welfare Distribution Fund for Library security and public safety.** Library Board approval of this Notice to Taxpayers of Proposed Additional Appropriations.
  - f. **Declaration of Petty Cash and Change Funds:** Library Board Resolution to approve and re-establish said funds, as prescribed by the Indiana State Board of Accounts.
  - g. **Outstanding Warrants Resolution:** Library Board Resolution to cancel outstanding warrants two (2) or more years old.
  - h. **Library Board Resolution to Declare Excess Withdrawn Library Materials,** subject to sale to the Friends of the St. Joseph County Public Library for \$1.00 for the February 2012 Friends Book Sale, except for various items selected by Library staff for the Library's public sales and special events.
10. Other Business
11. Hearing of Visitors. (Members of the public are invited to address the Library Board.)
11. News & Education Items.
13. The next Library Board meeting dates to schedule:
- Annual Library Board Meeting, Monday, January 23, 2012, 5:00 p.m., or immediately following the regular monthly meeting,** at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Board Elects 2011 Officers and Library Board President makes Library Board Committee assignments for 2010. Conduct the business of the Library Board.
- Library Board of Finance Meeting, Monday, January 23, 2012, 5:15 p.m., or immediately following the Annual Meeting,** at the Main Library, 304 South Main

Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Library Board of Finance elects officers for 2010. Conduct the business of the Library Board of Finance.

**Library Board Meeting, Monday, February 27, 2012, 4:15 p.m.**, at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Conduct the business of the Library Board.

**Library Board Meeting, Monday, March 26, 2012, 4:15 p.m.**, at the Main Library, 304 South Main Street, South Bend, Indiana 46601 in the Presentation Room, 3rd Floor. Conduct the business of the Library Board.

14. Adjournment.

Donald J. Napoli  
Director