

Minutes of the Starke County Public
Library System's Board Meeting
November 11, 2025

Members Present:

Kim Gingher, Steve Dodge, Susan Lucas, Ruth Bailey, Rebecca Despot

Non – Members Present:

Kathleen Bowman—Director & Kathryn Lynch—HR/Business Office Coordinator

- I. **Call to order** –Kim Gingher called the meeting to order at 4:16 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. **Susan Lucas** seconded; motion passed unanimously.
- IV. **Approval of Minutes**
Steve Dodge made the motion to accept **October 14, 2025 regular Board Meeting Minutes** as presented. **Rebecca Despot** seconded; motion passed unanimously.
- V. **Approval of claims for November 2025**
Susan Lucas made the motion to approve the **Allowance of Accounts Payable Voucher in the amount of \$148,247.75 for November 2025**. **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 1st Source bank for the month of October 2025.
 - 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 October 2025.

VII. Director's Report

The Director's Report was given by Director Bowman. Information pertaining to Dolly Parton's Imagination Library and upcoming closures.

VIII. Monthly Statistical Report

The October 2025 Monthly Statistical report was given by Director Bowman.

IX. Personnel Actions

There are no personnel actions to come before the board.

X. New Business

A. Boyce: BS&A

Steve Dodge made the motion to approve the **Boyce BS & A proposal for their updated Accounting Software**. **Susan Lucas** seconded; motion passed unanimously.

B. CINTAS

Kathryn Lynch provided the board with **Information regarding a supply contract with CINTAS**.

C. Salary Schedule

Ruth Bailey made the motion to approve the **Salary Schedule and Year-End Stipend in the amount of \$50,747.48**. **Steve Dodge** seconded; motion passed unanimously.

D. Work Week and Pay Periods Amendment

Steve Dodge made the motion to approve the **Work Week and Pay Periods Policy Amendment** as presented. **Susan Lucas** seconded; motion passed unanimously.

XI. Any additional business to come before the board

Kim Gingher asked for Board Members to fill out the Evaluation form for next month's board meeting, specifically the comment section.

XII. Adjournment

Ruth Bailey made the motion to adjourn the **November 11, 2025** regular board meeting. **Steve Dodge** seconded; motion passed unanimously.
Time 5:03 P.M.