Hastings Public Library Board of Trustees  
Minutes of Board Meeting on January 6, 2020

1. **CALL TO ORDER** - The meeting was called to order by Jordan Brehm at 4:30 PM.
   a. Board members present were Norma Jean Acker, Jordan Brehm, Kim Bosma, Audrey Burton, Sheena Eastman, Jeff Kniaz, David Koons, John Resseguie and Mary Rivett.
   b. Also present were Peggy Hemerling, David Edelman and Diane Hawkins.

2. **APPROVAL OF THE AGENDA**: It was moved by Kniaz, supported by Resseguie, that the agenda be approved as written. **Motion Approved.**

3. **COMMENTS FROM THE PUBLIC**: There were none.

4. **COMMUNICATIONS**: There were none.

5. **APPROVAL OF THE MINUTES of December 2, 2019**: It was moved by Resseguie, supported by Kniaz, that the minutes of December 2, 2019 be approved after correcting the date from December 1 to December 2. **Motion approved.**

6. **APPROVAL OF THE MINUTES of December 19, 2019**: It was moved by Resseguie, supported by Kniaz, that the minutes of December 2, 2019 be approved as written. **Motion approved.**

7. **FINANCIAL REPORTS AND INVOICES**: It was moved by Kniaz, supported by Resseguie that the October financial reports and invoices be accepted as presented. **Motion Approved.**

8. **COMMITTEES**
   b. **Building & Grounds**:  
   c. **Personnel**:
   d. **Policy**: Meeting date set for January 13, 2020 at 4:30PM. Before the meeting, Hemerling will send a copy of the policies: Notary Public, Social Media and FOYA.
   e. **Marketing**: none

9. **LIBRARY DIRECTOR’S REPORT** – Attached

10. **UNFINISHED BUSINESS**
a. **Vacation Policy**: The motion was made by Kniaz, supported by Acker, to amend the personnel vacation policy for regular full-time employees

<table>
<thead>
<tr>
<th>Length of continuous service</th>
<th>Number of vacation hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifteen (15) years</td>
<td>176 hours</td>
</tr>
<tr>
<td>Twenty (20) years</td>
<td>184 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Length of continuous service</th>
<th>Number of vacation hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifteen (15) years</td>
<td>180 hours</td>
</tr>
<tr>
<td>Twenty (20) years</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

and to add:
A part-time library employee regularly working at least twenty-five (25) hours per week, and receiving pro-rated vacation time, who then begins working full time, shall receive vacation calculated from when s/he began working twenty-five (25) hours per week.

effective as of 1 January, 2020: **Motion passed** with 8 voting aye and 1 voting nay.

11. **NEW BUSINESS** - There were none.

12. **BOARD MEMBER COMMENTS** - none

13. **ADJOURNMENT**: It was moved BY Kniaz, supported by Burton, to adjourn the meeting at 5:18 PM.