



**Hastings Public Library Board of Trustees
Minutes of Board Meeting on March 2, 2020**

1. **CALL TO ORDER** - The meeting was called to order by Brehm at 4:31 PM.
Board members present were Jordan Brehm, Kim Bosma, Sheena Eastman, Jeff Kniaz, David Koons, and John Resseguie. Norma Jean Acker and Audrey Burton were absent due to illness and Mary Rivett was out of town on business. Also present were Peggy Hemerling and Diane Hawkins.
2. **APPROVAL OF THE AGENDA:** It was moved by Resseguie, supported by Kniaz, 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 February 3, 2020:** It was moved by Bosma, supported by Eastman, that the minutes of February 3, 2020 be approved as written. **Motion approved.**
6. **FINANCIAL REPORTS AND INVOICES:** It was moved by Kniaz, supported by Eastman, that the January financial reports and invoices be accepted as presented. **Motion Approved.**
7. **COMMITTEES**
 - a. **Budget & Finance:** A meeting date for a budget discussion was set for Friday, March 13th at 4:30PM by members of the committee: Bosma, Brehm, and Acker.
 - b. **Building & Grounds:** - The spring walk through date will be set at April's meeting.
 - c. **Personnel:** - The personnel committee will set a meeting to develop an evaluation for the Director.
 - d. **Policy Committee Report:** - A meeting to discuss an amendment to the donor policy was set for Monday, March 9th at 4:30 PM by Jordon, Koons, and Kniaz.
 - e. **Marketing:** none
8. **LIBRARY DIRECTOR'S REPORT** – Attached
9. **UNFINISHED BUSINESS:**
 - a. **Revisit the two HVAC controller replacements:** Hemerling, Resseguie and Koons related what they had learned from their phone conversation with T. H. Eifert about the two

controllers in need of replacement. Upon their recommendation to go forward with the replacement, it was moved by Bosma, supported by Resseguie, that the two broken controllers be replaced and that new software be installed to update the system. **Motion supported.**

- b. **Revisit budget amendment for the Building Repair and Maintenance account:** Hemerling related the fact that we are currently over budget by \$21,000. She asked the board to adjust the budget by transferring \$25,200 from the fund balance to provide for the HVAC overage and expenses that might occur in the next four months. It was moved by John Resseguie, supported by Bosma, that a budget adjustment be made in the amount of \$25,200 from the fund balance. **Motion supported.**
- c. **Consider estimates for video projector replacement:** This discussion was tabled until the second proposal is received.

10. NEW BUSINESS

- a. **Director's Evaluation:** Brehm will provide members of the Personnel Committee (Brehm, Bosma, and Burton with suggested evaluation formats from the ALA and the City of Hastings. They will determine a date for the Committee meeting.

11. BOARD MEMBER COMMENTS: As this was Eastman's last meeting, Brehm thanked her for the service she has given the Library and wished her well as she moves on to her new job.

12. ADJOURNMENT: It was moved by Resseguie, supported by Eastman to adjourn the meeting at 5:15 PM.