

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes for October 4, 2021 - 4:30PM

### 1. CALL TO ORDER

The meeting was called to order by Brehm at 4:32 PM.

- a. Board members present were Norma Jean Acker, Kim Bosma, Jordan Brehm, Audrey Burton, David Koons, John Resseguie.
- b. Also present were Peggy Hemerling, David Edelman, and Diane Hawkins
- c. Absent: Mary Rivett, Jeff Kniaz had parent-teacher conferences and Kelly Newberry was setting up for a cross-country meet.

### 2. APPROVAL OF AGENDA

It was moved by Koons, supported by Burton, that the agenda be approved with the addition of an Assets & Balance Sheet to item 6: b. **Motion Approved**

### 3. COMMENTS FROM THE PUBLIC - none

### 4. COMMUNICATIONS - none

### 5. APPROVAL OF MINUTES of August 30, 2021

It was moved by Resseguie, supported by Koons, that the minutes of August 30, 2021 be approved as written. **Motion Approved.**

### 6. FINANCIAL REPORTS AND INVOICES

- a. July invoices
- b. August budget report
- c. It was moved by Burton, supported by Acker, that the July Invoices and August Budget Report be approved as presented. **Motion Approved.**

### 7. COMMITTEES

- a. Budget and Finance: the committee will meet to begin work on the new budget on Tuesday, November 16 at 4:30.
- b. Building and Grounds
- c. Personnel
- d. Policy
- e. Marketing
- f. Capital Campaign

### 8. LIBRARY DIRECTOR'S REPORT

- a. The October monthly report is attached.

### 9. UNFINISHED BUSINESS

- a. Window replacement budget: Hemerling supplied the Board with answers to many of the questions they had about the windows proposed for the

replacement project. The Board requested additional information about energy cost savings if some of the windows were replaced with insulated panels. Hemerling with research to find that information.

- b. Elevator door driver replacement: It was moved by Resseguie, supported by Acker, to purchase two drivers for the elevator doors that have begun to malfunction for an amount not to exceed \$14,138 and store them until they are needed.

#### 10. NEW BUSINESS

- a. Date closed for New Year's holiday: It was moved by Resseguie, supported by Burton, that the library be closed on Friday, December 31, 2021 for the New Year's holiday.
- b. Year-end solicitation – Local history preservation: The members of the Board agreed that focusing on the Michigan Room and local history preservation was appropriate for this year's solicitation letter.
- d. Staff development day: It was moved by Acker, supported by Burton, to approve Thursday, October 28<sup>th</sup> for a staff development/training day from 8 am to 2 pm. The Library will open to the public at 2:00 pm.

11. BOARD MEMBER COMMENTS: Resseguie requested Hemerling keep the Board meeting on November 1 short, since there are Board members who have a City Workshop scheduled for 6PM.

#### 12. ADJOURNMENT:

It was moved by Acker, supported by Resseguie, to adjourn the meeting at 5:31PM.

**Motion approved.**