



**Hastings Public Library Board of Trustees
Minutes of Board Meeting on October 5, 2020**

1. **CALL TO ORDER** - The meeting was called to order by Brehm at 4:31 PM.
 - a. Board members present were **Jordan Brehm, Kim Bosma, Audrey Burton, David Koons, Kelli Newberry, John Resseguie** and **Mary Rivett**. Norma Jean Acker was absent due to her husband's hospitalization and Jeff Kniaz was at parent-teacher conferences.

 - b. Also present were Peggy Hemerling, David Edelman, and Diane Hawkins.

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

3. **COMMENTS FROM THE PUBLIC** - none

4. **COMMUNICATIONS** - none

5. **APPROVAL OF THE MINUTES OF August 31, 2020**
 - a. It was moved by Resseguie, supported by Burton, that the minutes of August 31, 2020 be approved as written. **Motion approved**

6. **FINANCIAL REPORTS AND INVOICES**
 - a. **Invoices for August**
 - b. **Preliminary August Budget Report**
 - c. It was moved by Burton, supported by Resseguie, that the financials be accepted as reported. **Motion approved.**

7. **COMMITTEES**
 - a. Budget and Finance: none
 - b. Building and Grounds: walk-through date has been scheduled for Monday, October 12th at 4:30 pm.
 - c. Personnel: none
 - d. Policy: The meeting of this committee was set for Monday, October 12th at 5:30.
 - e. Marketing – none

8. **LIBRARY DIRECTOR'S REPORT:** The report is attached.

9. **UNFINISHED BUSINESS:**

- a. Year End Solicitation: The Director presented the board with a list of items to be asked for in the year-end solicitation letter. The items included are for updating and enhancing the children's and teen areas, along with items to make the Library's outreach into the community easier.

10. **NEW BUSINESS:**

- a. Vacation carry-over: The Director asked for an amendment to the vacation portion of the Personnel policy concerning the amount of vacation time allowed to be carried over into the 2021 calendar year. Currently, staff who receive paid vacation are allowed to carry over twenty-four (24) hours to be used before March 31st. Hemerling requested that the staff be allowed to carry over up to forty (40) this one time. It was moved by Newberry, supported by Bosma, to approve the increased vacation carry over. **Motion approved.**
- b. Strategic Planning: It was moved by Rivett, supported by Bosma, to hire Dave Hatfield to facilitate the Library's upcoming strategic planning process, paying him up to \$900 for his service. Resseguie abstained. **Motion approved.**
- c. Going fines free: that the Library adopt a Fines Free Returns Policy for overdue items and cancel all current outstanding overdue fines. **Motion approved.**
- d. Student cards: It was moved by Resseguie, supported by Koons to begin offering restricted access student library cards to middle and high school students within our service area without requiring a parental or guardian signature. The cards will allow students to check out the Library's digital content and up to two physical items. **Motion approved.**
- e. City dedicated millage: Hemerling introduced the concept of a dedicated Library millage for City residents. This was to start a conversation about the future possibility.

11. **BOARD MEMBER COMMENTS:** none

12. **ADJOURNMENT:** It was moved by Koons, supported by Resseguie to adjourn the meeting at 5:45. **Motion approved.**