



**Hastings Public Library Board of Trustees
Minutes of Board Meeting on November 4, 2019**

1. CALL TO ORDER

- a. The meeting was called to order by Jordan Brehm at 4:45 PM.
- b. Board members present were Jordan Brehm, Audrey Burton, Sheena Eastman, Jeff Kniaz, and John Resseguie.
- c. Board member absent were: Norma Jean Acker (ill), Kim Bosma (vacation), Mary Rivett (business trip) and David Koons.
- d. Also present were Peggy Hemerling and Diane Hawkins.

2. APPROVAL OF THE AGENDA: It was moved by Jeff Kniaz, supported by Sheena Eastman, that the agenda be approved, with the addition to New Business, c. Project Management IAP Government Services group. **Motion Approved.**

3. COMMENTS FROM THE PUBLIC: none

4. COMMUNICATIONS: Peggy received a note from a library patron, letting us know she is grateful and thankful for all the resources we have available for her, particularly the books. She also mentioned she is homebound and that her summer driver will soon leave for the winter. Peggy said the staff is investigating the feasibility of offering deliver service to residents who are unable to visit the library.

5. APPROVAL OF THE MINUTES of October 7 and special meeting October 14, 2019: It was moved by John Resseguie, supported by Jeff Kniaz, that the minutes of October 7 and 14 be approved as written. **Motion Approved.**

6. FINANCIAL REPORTS AND INVOICES: It was moved by Jeff Kniaz, supported by Sheena Eastman, that the financial reports and invoices be accepted. **Motion Approved.**

7. COMMITTEES

- a. **Budget & Finance:** none
- b. **Building & Grounds:** none
- c. **Personnel:** none
- d. **Policy:** none
- e. **Marketing:** none

8. LIBRARY DIRECTOR'S REPORT - Attached

9. UNFINISHED BUSINESS

- a. **YEAR-END SOLICITATION LETTER:** Peggy submitted a rough draft of a letter to send out requesting money for technology. After discussion it was decided that two letters will be sent: one to last year's donors acknowledging their generosity last year and another to those who did not donate last year. The letter will also mention that current technology needs are about \$12,000.
- b. **NEW BATTERY BACK-UP:** Peggy Hemerling explained that the cost of the new battery back-up is more expensive than expected because it is not only a backup and surge protector, but will also shut the server down correctly and bring it back up when the power has stabilized.
- c. **PROCESSING CLERK WAGES:** Peggy explained that it had been her intention to request a raise for the staff person assuming the processing duties at the beginning of the year when Panda Englerth retires. Contrary to information shared at the October meeting, there is money in the budget to cover the expense.

10. NEW BUSINESS

- a. **REPLACEMENT OF LED LIGHTS FOR CHILDREN'S AREA:** Peggy informed the board that the lighting in the round area of the children's room has become an issue. The bulbs in the can fixtures burn out so frequently that it is often dim in the area. She requested approval replacing the cans with an LED fixture that will fit into a ceiling tile opening. The project cost will be \$650. It was moved by Audrey Burton, supported by John Resseguie that we replace the lights as requested. **Motion Approved.**
- b. **FIREWALL REPLACEMENT:** It was moved by Jeff Kniaz, supported by John Resseguie, that we purchase the firewall recommended by our IT person at the cost of \$4000. **Motion approved.**
- c. **PROJECT CONSULTANT:** Peggy Hemerling and John Resseguie met with IAP Government Services Group for possible consulting and project management for the windows replacement. It was moved by Jeff Kniaz, supported by Sheena Eastman, that they be hired for at least the first four phases of the project. **Motion approved.**

11. BOARD MEMBER COMMENTS

- 12. ADJOURNMENT:** It was moved by John Resseguie, supported by Jeff Kniaz, to adjourn the meeting at 5:49 PM.

