



**Hastings Public Library Board of Trustees
Minutes of Board Meeting on December 1, 2019**

1. CALL TO ORDER

- a. The meeting was called to order by Jordan Brehm at 4:32 PM.
- b. Board members present were Jordan Brehm, Kim Bosma, Audrey Burton, Sheena Eastman, Jeff Kniaz, Mary Rivett and John Resseguie.
- c. Board member absent were: Norma Jean Acker (ill) and David Koons
- d. Also present were Peggy Hemerling, David Edelman and Diane Hawkins.

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

3. COMMENTS FROM THE PUBLIC: none

4. COMMUNICATIONS: none

5. APPROVAL OF THE MINUTES of November 4, 2019: It was moved by Resseguie, supported by Burton, that the minutes of November 4th be approved as written. **Motion Approved.**

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

7. COMMITTEES

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

- i. **November 18, 2019 Policy Committee meeting minutes:** It was moved by Kniaz, supported by Eastman, that the minutes of the November 18, 2019 meeting of the Policy meeting be accepted as a written.
- ii. **Proposed Security & Key Policies, a & b:** It was moved by Resseguie, supported by Kniaz, that version b (allowing staff to carry a key for interior doors) be adopted pending the review by the attorney of the phrase about reimbursing the cost of replacing keys and re-keying locks. **Motion Approved.**
- iii. **Policy Meeting Scheduled:** A policy meeting was scheduled for Monday, January 13th at 4:30 to review a policy for providing Notary services at the library and also a policy regarding Social Media.

e. **Marketing:** none

8. LIBRARY DIRECTOR'S REPORT - Attached

9. UNFINISHED BUSINESS

a. none

10. NEW BUSINESS

a. **PANDA ENGLERTH RETIREMENT:** It was agreed that monies will be collected from staff and Board members to purchase a gift for Panda.

11. BOARD MEMBER COMMENTS

12. ADJOURNMENT: It was moved BY Resseguie, supported by Burton, to adjourn the meeting at 5:36 PM.