



**Hastings Public Library Board of Trustees  
Minutes of Board Meeting on December 7, 2020**

1. **CALL TO ORDER** - The meeting was called to order by Brehm at 4:32 PM.
  - a. Board members present were Kim Bosma, Jordan Brehm, Audrey Burton, Jeff Kniaz, David Koons, Kelli Newberry, John Resseguie and Mary Rivett.
  - b. Also present were Sophie Bates from J-Ad Graphics, Peggy Hemerling, David Edelman, and Diane Hawkins.
  - c. Members absent were Norma Jean Acker and Mary Rivett.
2. **APPROVAL OF THE AGENDA:** It was moved by Kniaz, supported by Resseguie, that the agenda be approved as presented. **Motion Approved**
3. **COMMENTS FROM THE PUBLIC** - none
4. **COMMUNICATIONS** - none
5. **APPROVAL OF THE MINUTES**
  - a. It was moved by Burton, supported by Resseguie that the minutes of November 2, 2020 and the minutes for the Special Meeting held on November 16, 2020 be approved as written. **Motion Approved**
6. **FINANCIAL REPORTS AND INVOICES**
  - a. **Invoices for October**
  - b. **October Budget Report**
  - c. It was moved by Kniaz, supported by Resseguie, that the financials be accepted as reported. **Motion Approved.**
7. **COMMITTEES**
  - a. Budget and Finance: none
  - b. Building and Grounds: none
  - c. Personnel: none
  - d. Policy: none
  - e. Marketing: none
8. **LIBRARY DIRECTOR'S REPORT:** The report is attached.

9. **UNFINISHED BUSINESS - none**

10. **NEW BUSINESS:**

- a. Holiday Weekends schedules: It was moved by Kniaz, supported by Resseguie, that the library be closed on Saturday, December 26<sup>th</sup> and Saturday, January 2nd, 2021. **Motion Approved.**
- b. Fixed expenses: It was moved by Resseguie, supported by Bosma, that regular expenses over \$500 become approved fixed expenses with no need for a Board member's approval. These include:
  - MEI monthly bill
  - T.H. Eifert quarterly bill
  - Konica Minolta quarterly bill
  - Schindler annual bill

**Motion Approved.**

- c. Consider City's vacation changes: It was moved by Kniaz, supported by Resseguie, that the library adopt the City's temporary change to their vacation policy to extend vacation days to the staff to be taken before June 30, 2021. **Motion Approved.**
- d. Repair of outdoor lights control: It was moved by Burton, supported by Newberry, that the bid from Gary Haskin to repair of the library's outdoor lights be accepted up to \$1000. **Motion Approved.**

11. **BOARD MEMBER COMMENTS:**

- a. Kelly asked Peggy to check to see how long the township is expecting her to serve.
- b. David Koons and Jeff Kniaz have agreed to serve another term.

12. **ADJOURNMENT:** It was moved by Kniaz, supported by Burton, to adjourn the meeting at 5:15.  
**Motion approved.**