



**Hastings Public Library Board of Trustees
Minutes of Special Board Meeting on October 14, 2019**

1. CALL TO ORDER

- a. The meeting was called to order by Jordan Brehm at 4:31 PM.
- b. Board members present were Norma Jean Acker, Kim Bosma, Jordan Brehm, Sheena Eastman, Jeff Kniaz, David Koons, John Resseguie and Mary Rivett.
- c. Board member Audrey Burton was absent.
- d. Also present were Peggy Hemerling and Diane Hawkins.

- 2. APPROVAL OF THE AGENDA:** It was moved by John Resseguie, supported by Norma Jean Acker, that the agenda be approved. **Motion approved.**

3. NEW BUSINESS

a. Building re-keying

- i. Estimate to re-key staff door and public doors (6)
- ii. Estimate to rekey whole building
- iii. Estimates for other options

After hearing and discussing the options available to re-key doors in the library, necessitated by the loss of a set of keys, the motion was made by Jeff Kniaz, supported by John Resseguie, to accept the lowest bid. This will allow Peggy Hemerling to have the staff door re-keyed, provide all staff members with keys to this lock and re-key the public doors to the library. and cut keys for administrators, the in-house key ring and the key box.

Motion approved

It was also decided that the Policy Committee would meet on November 18 to create a policy regarding the handling of library keys.

The possibility of adding the addition of a keyless entry system to the 2020-2021 budget was also discussed.

- 4. ADJOURNMENT:** It was moved by David Koons, supported by Jeff Kniaz, that the meeting be adjourned at 4:49PM. **Motion approved**