

MPL Board of Directors Meeting
May 6, 2019
Bonita Marley Community Room
Mooresville Public Library

President Steve Oschman called the meeting to order at 6:05. Board Members in attendance were Steve Oschman, Lynn Adams, Jane Amos and Jacque Swisher and Pat Penna. Not present was Steve Saucerman and Don Stultz. Representing staff was Diane Huerkamp, Executive Director, Sandra Osborn, Deputy Director, and Sharon Hicks, Business Manager.

Minutes:

Jane Amos moved to approved the minutes from the April 1, 2019 meeting with no changes. Jacque Swisher seconded the motion and the minutes were approved.

Financial Report:

Steve Oschman summarized the financial report for the month of April. Total claims including two payrolls amounted to \$70,541.30 and claims for the first week of May, including one payroll totaled \$ 33,974.45. Lynn Adams moved to approve these claims. Pat Penna seconded the motion and the motion was approved.

Diane Huerkamp provided information on an additional appropriations from the Rainy Day fund in the amount of \$23,200 caused by an error in Gateway. This was discussed in depth at the March meeting and was presented for approval at this meeting. Lynn Adams moved to approve the additional appropriations request, followed by a second by Jane Amos. The motion was unanimously approved.

Policy Committee:

Six additional policies, previously submitted for review, were presented for adoption:

1. A motion to adopt and view a Resolution to Charge Fee for Insufficient Fund Checks. Moved by Steve Oschman, seconded by Jacque Swisher. The motion carried.
2. A motion to adopt and review the Mooresville Public Library Credit Card Policy. Moved by Steve Oschman, seconded by Jacque Swisher. The motion carried.
3. A motion to adopt and review an Agreement for Use of the Mooresville Public Library Bank Credit Card. Moved by Steve Oschman, seconded by Jacque Swisher. The motion carried.
4. A motion to adopt and review a Resolution for the Mooresville Public Library Credit Card. Moved by Steve Oschman, seconded by Jacque Swisher. The motion carried.
5. A motion to adopt and review a Resolution to Adopt Accounting Software for Forms Approved. Moved by Steve Oschman, seconded by Jacque Swisher. The motion carried.
6. A motion to adopt and review a Resolution to Reimburse Employee's Tuition Expenses. Moved by Steve Oschman, seconded by Jacque Swisher. The motion carried.

Building & Grounds Committee:

Diane Huerkamp presented a color-coded graph summarizing proposed Library “face-lift” projects, the funds needed for each, and what funds will be utilized for each. A total of \$186,735.49 is projected to cover first a lighting upgrade, followed by painting, flooring, furnishing, and landscaping. (see attached)

Because of the time frame required to obtain quotes, the Building & Grounds Committee obtaining quotes, make the selection, present their findings to the Board for approval, then arrange for the implementation; Diane requested the Building & Grounds Committee have the ability to make the decisions and implement the projects without presenting to the Board. Steve Oschman made the motion to grant permission to the Building & Grounds Committee to approve and hire appropriate vendors to complete the proposed tasks as demonstrated on the color-coded project sheet. Pat Penna seconded the motion and the motion carried.

Technology Report:

Steve Oschman reviewed the IT update from the Librarian’s report. The HVAC controls software was updated as well as replaced the HVAC humidifier main board. He asked about the Website. Diane announced the updates to the website are coming along well.

Evaluation Committee:

No Report

Old Business:

Six additional policies were adopted under the Policy Committee above.

New Business:

Steve Oschman signed the “Conflict of Interest” policy for file.

Diane Huerkamp summarized her Librarian’s Report giving special Kudos to deserving staff and volunteers. (report is attached)

Sandra Osborn provided information on a service offered by the Library – RB Digital. This service allows patrons to search, check out and read magazines online and through mobile apps.

The meeting was adjourned at 7:07 with a reminder that the next meeting will be held on Monday, June 3, 6:00 p.m.

Steve Oschman, President

Jane Amos, Secretary

Respectfully submitted, Sharon Hicks, 5-6-19