

Board of Trustee Meeting
November 2, 2020

Members in attendance: Steve Oschman, Steve Saucerman, Don Stultz, Ashley Duke, Jane Amos and Lynn Adams.

Also attending: Representing the staff was Diane Huerkamp-Executive Director, Sandra Osborn-Deputy Director, and Steve Wakolbinger-Business Manager.

President- Oschman, called the meeting to order at 4:05 p.m.

Secretary's Report:

- Jane Amos presented the minutes of October 5, 2020 meeting for approval as written. Jane Amos made a motion to approve the minutes as written. Ashley Duke seconded the motion and the motion was unanimously carried.

Financial Committee:

- Don Stultz presented the claims for the month of October 2020 in the amount of \$34,734.94, with three payrolls totaling \$26,253.26 and liabilities in the amount of \$8,457.87. Don Stultz made a motion to approve all October claims and payrolls, as submitted. The motion seconded by Lynn Adams and was approved unanimously.
- Don Stultz also presented the Appropriation and Non-Appropriation Reports. He commented that the reports now includes a full year projection, with flags that indicate which line items are over budget. He noted that with the exception of 2 items (higher due to Covid-19), all line items are under budget. He praised Diane Huerkamp for her budgeting skills.
- Diane Huerkamp informed the Board that the Cook Endowment Fund now exceeds \$2 million.

Policy Committee:

- No Report

Building Committee:

- The Building Committee reviewed a number of bids and made recommendations to award the following contacts:
 - Steve Saucerman made a motion to award the contract for the 2021 lawn & waste removal and snow removal to Allison Farms Lawn & Landscape. Ashley Duke seconded the motion and the motion was unanimously carried.

- Steve Saucerman made a motion to award the contract for the 2021 waste removal to Ray's Trash Service, Inc. for the same monthly fee as the past 15 years. Jane Amos seconded the motion and it was approved unanimously.
- Steve Saucerman made a motion to award the contract to replace 2 of the 4 public water fountains with a new bottle loading water fountain to Johnson-Melloh, Inc. for \$5,983. Ashley Duke seconded the motion and the motion was unanimously carried.
- Steve Saucerman made a motion to award the contract to replace 1 or 2 of the urinals to child size in the boy's public restrooms (in the 1989 section of the library) to Johnson-Melloh, Inc. for an amount not to exceed \$6,500. Jane Amos seconded the motion and it was approved unanimously.
- The process to secure 3 bids to repair the installation of the HVAC chiller system pipes located outside has started. Steve Saucerman made a motion to allow Diane Huerkamp to award a repair contract up to \$6,000. Ashley Duke seconded the motion and the motion was unanimously carried.
- Steve Saucerman made a motion to award the contract for the 2021 Pest Control contract to Kim Mountain Pest Control for \$720. Don Stultz seconded the motion and it was approved unanimously.
- Diane Huerkamp presented a 4 month kilowatt usage comparison of June 2020 to September 2020 and the same time frame last year, showing a reduction of 18,271 kilowatt and a saving of \$855. This is before switching to the new proposed IPL rates (approved at the last board meeting).

Technology Committee:

- Steve Oschman stated the installation of 11 new surveillance system is now complete.
- ENA installed new access points to the WIFI throughout the library and the parking lot.

Evaluation Committee:

- The Executive Director's evaluation is still scheduled for November/December.

Old Business:

- No Report

New Business:

- Sandra Osborn summarized a number of items listed in the Librarians Report.
- Tammy Rainey has joined the Library as the Administrative Assistant, replacing Virginia Jensen who retired last month.

- We say a sad farewell to Elizabeth Egler - Children's Assistant, who is starting a new position at the Springs of Mooreville.
- Steve Oschman requested each Board member bring one recommendation for a potential new Board candidate, to replace Pat Penna. Pat was a Member at Large and appointed by the Mooreville Consolidated School Corporation.

Adjournment:

Steve Oschman asked for a motion to adjourn the meeting at 4:53. Ashley Duke made the motion, Lynn Adams seconded it and the motion was approved.

The next scheduled meetings are Monday, December 7, 2020 at 4:00 p.m. and Thursday, December 31 at 9:00 a.m.

Respectfully submitted by Steve Wakolbinger, November 2, 2020

Jane Amos, Secretary

Steve Oschman, President