Members in attendance: Steve Oschman, Steve Saucerman, Don Stultz, Ashley Duke, Jane Amos and **Not in attendance:** Lynn Adams.

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

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

Diane Huerkamp introduced **Ethan Shepherd** as the new **MPL Director of Youth Service**.

Secretary's Report:

- The minutes of November 2, 2020 meeting were presented by Jane Amos for approval and 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 November 2020 in the amount of $40,541.20, with two payrolls totaling $26,303.09 and liabilities in the amount of $8,445.07. Don Stultz made a motion to approve all November claims and payrolls, as submitted. The motion seconded by Ashley Duke and was approved unanimously.

- Don Stultz also presented the Appropriation and Non-Appropriation Reports. He commented that the reports shows that all line items are "green' (meaning all the line items are under budget). He again praised Diane Huerkamp for her budgeting skills.

- A motion to approve the 2021 Salary Ordinance as presented was made by Don Stultz.   Ashley Duke seconded the motion. The motion was approved unanimously.

- Don Stultz presented the 2021 Payroll Schedule. Jane Amos made a motion to approve. Ashley Duke seconded the motion and the motion was approved.

- Diane Huerkamp presented a motion for a one-time allowance to Megan Edwards, the Teen Outreach Librarian, for performing supervisory responsibilities during the vacancy of the Director of Youth Services.   This will be funded by the Cook Endowment fund.   Ashley Duke made a motion to approve. The motion was seconded by Don Stultz. The motion was approved unanimously.

- Diane Huerkamp presented a motion to keep the non-resident annual fee the same at $75.00. Jane Amos made a motion to approve.   Ashley Duke seconded the motion and the motion was approved.

- Diane has submitted the 2021 Cook Endowment Draw for $39,347.85 based on the 3rd quarter balance of $1,967,392.42.

Policy Committee:

- Diane Huerkamp presented a motion to review and adopt The Mooresville Public Library Board of Trustees bylaws, with no changes. Ashley Duke made a motion to approve. The motion was seconded by Don Stultz. The motion was approved unanimously.

- Diane Huerkamp presented the revised MPL Internal Controls. Diane Huerkamp and Steve Wakolbinger reviewed the Internal Controls and made a few modifications, mainly due to relocation of offices. A motion to review and adopt the revised MPL Internal Controls was made by Ashley Duke. Steve Oschman, seconded the motion and the motion was approved.

Building Committee:

- Diane Huerkamp secured a bid to repair the installation of the HVAC chiller system pipes located outside.

- 2 of the urinals were replaced (1 child size and 1 standard size) in the boys public restrooms.

- Diane Huerkamp secured a bid to replace 2 of the 4 public water fountains, with a new bottle loading water fountain. They are currently on backorder due to the high demand because of Covid.

- Diane Huerkamp informed the Board, of a 5 month kilowatt usage comparison of June 2020 to October 2020 and the same time frame last year, showing a reduction of 24,899 kilowatt and a saving of $1,379.28.

Technology Committee:

- Telemagen completed the installation of the new surveillance system.
- It has already proved its worth, by catching a teen stealing books. All books were recovered.

Evaluation Committee,

- The Executive Director's evaluation has been completed.
- All staff evaluations have also been completed.

Old Business:

- The Board made 4 recommendations for a potential replacement Board candidate, (to replace Pat Penna). Diane Huerkamp will be contacting them to assess their interest at being a Member at Large (appointed by the Mooresville Consolidated School Corporation).

New Business:

- Diane Huerkamp presented and asked for motion to approve of the:
  - 2021 Board Calendar
  - 2021 Holiday Calendar, with 2 Professional Development Days
  - 2021 Monthly staff meetings

  Ashley Duke made a motion to approve. The motion was seconded by Don Stultz. The motion was approved

- Librarian's Report:

  - Megan Edwards-Teen Outreach Library summarized the virtual programs put on during the year and stated they were overwhelmingly valued by the students.

  - Bill Buckley-Director of Information presented a number of stats on the hits MPL has received on the various social media platform. He also presented the latest book trailers he has produced, as well as the number of comments received from the authors. MPL ranks 2nd in the nation on the hits on the various social media platform. Second only to the New York City Library.

  - Sandra Osborn provided the status on the Evergreen system update and summarized other happening in the Library.

  - Diane Huerkamp noted that the MPL staff has an accumulated 147 years of library experience, with an average of 8 years. The Board congratulated the staff and Diane Huerkamp for her ability to hire and maintain this trained and dedicated staff.

- Diane Huerkamp offered a special thank you to:

  - Steve Oschman for serving as Board President from 2018-2020
  - Don Stultz for serving as Board Treasurer from 2018-2020

- Diane Huerkamp also presented a Slate of Officers for 2021:

  - President: Steve Saucerman,
  - Vice President: TBD
  - Treasurer: Ashley Duke
  - Secretary: Jane Amos Secretary,

- A motion to nominate and elect the 2021 Officers will be made at January 2021 meeting.

<u>Adjournment</u>:

Steve Saucerman made a motion to adjourn the meeting at 5:10. Ashley seconded the motion and the motion was approved.

The next scheduled meeting is Wednesday, December 30 at 9:00 a.m.

Respectfully submitted by Steve Wakolbinger, December 7, 2020

_____   _____
Jane Amos, Secretary   Steve Oschman, President