



Board of Trustee Meeting
Bonita Marley Community Room
Dec 6, 2021

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

Not in attendance: Don Stultz

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

President- Steve Saucerman opened the meeting at 4:01 pm with the Pledge of Allegiance. There was a quorum with six (6) members present.

Public Inquiry/Comments:

- Mr. Terry Combs was invited, but did not appear.

Secretary's Report:

- Minutes of November 1, 2021 meeting were presented for approval. Jane Amos made a motion to approve the minutes, as written. Ashley Duke seconded the motion. The motion was carried unanimously.

Financial Committee:

1. Ashley Duke summarized the claims for the month of November 2021, in the amount of \$39,202.25, plus two payrolls totaling \$17,452.59 and payroll liabilities in the amount of \$9124.60. Ashley Duke made a motion to approve the Financial Report as submitted. Jane Amos seconded the motion and the motion was approved unanimously.
2. Diane Huerkamp presented the 2022 Salary Ordinance. Ashley Duke made a motion to approve 2022 Salary Ordinance, as presented. Debbie Schneider seconded the motion. The motion was carried unanimously.
3. Diane Huerkamp requested a motion to approve a Resolution to Establish an American Rescue Plan Act (ARP Grant Fund) as presented. Ashley Duke made a motion to approve, Jane Amos seconded the motion and the motion carried unanimously.
4. Ashley Duke presented a one-time COVID Success Recovery Allowance from Personal Services. This was first presented to the Finance Committee and the Committee recommend it to the full Board for approval as presented. Jane Amos made a motion to approve, the motion was seconded by Ashley Duke. The motion was passed unanimously.
5. Diane Huerkamp requested a motion to approve a Transfer Resolution of COVID Success Recovery funds, as presented. Ashley Duke made a motion to approve, Lynn Adams seconded the motion and the motion carried unanimously.

6. Diane Huerkamp requested a motion to amend the 2021 Salary Ordinance to reflect the one-time COVID Success Recovery Allowance for current MPL employees. Ashley Duke made a motion to approve, the motion was seconded by Lynn Adams. The motion was passed unanimously.
7. A motion was requested to approve a Transfer Fund Resolution for \$1,279.46 from R-276-900 COVID Grants to 10100-100 Operating Fund. Ashley Duke made a motion to approve, the motion was seconded by Jane Amos. The motion was passed unanimously.
8. Steve Wakolbinger presented the results of the Crowe / State Board of Accounts 2019 & 2020 Financial Audit review, which was a clean audit, no issues and no misstatements were required. This was the first time in several years MPL received a clean audit.
9. Diane Huerkamp submitted the 2022 Cook Endowment Draw for \$46,641.07. This amount was based on the 3rs quarter balance of \$2,414,668.14.

Policy Committee:

1. Diane Huerkamp presented the Mooresville Public Library Board of Trustees Bylaws. There were not any changes to the document and requested the Board review and adopt the Bylaws. Ashley Duke made a motion to approve, Jane Amos seconded the motion and the motion carried unanimously.
2. Diane Huerkamp presented the Mooresville Public Library Internal Controls. There were not any changes to the controls and it was requested the Board review and adopt these Internal Controls. Ashley Duke made a motion to approve, the motion was seconded by Lynn Adams. The motion was passed unanimously.
3. A motion was requested to adopt the 2022 Non Resident Transfer Resolution of \$115.00. Lynn Adams made a motion to approve, Ashley Duke seconded the motion and the motion carried unanimously.
4. A motion was requested to approve the Mooresville Public Library Disaster Recovery Plan. Lynn Adams made a motion to approve, the motion was seconded by Jane Amos. The motion was passed unanimously.

Building Committee:

1. Steve Saucerman made a motion to continue the annual pest control contract with Smithereens. Ashley Duke seconded the motion and the motion carried unanimously.
2. Steve Saucerman made a motion to continue the annual contract for lawn care with Allison Farms. The motion was seconded by Ashley Duke. The motion was passed unanimously.
3. Steve Saucerman made a motion to continue the contract for Waste Removal with Ray's Trash Service. Ashley Duke seconded the motion and the motion carried unanimously.

4. Steve Saucerman requested a motion to continue the annual contract with Allen Irrigation for startup and winterization of the irrigation system and fountain. Jane Amos made a motion to approve, the motion was seconded by Steve Saucerman. The motion was passed unanimously.
5. Steve Saucerman requested a motion to continue the annual contract with Schindler Elevator. Jane Amos made a motion to approve and Debbie Schneider seconded the motion. The motion was carried unanimously.
6. Steve Saucerman requested a motion to continue the annual HV/AC contract with Johnson-Melloh. Ashley Duke made a motion to approve, the motion was seconded by Jane Amos. The motion was passed unanimously.

Technology Committee:

- Steve Oschman referenced a number of items on page 5 of the Librarian's Report.

Evaluation Committee.

- Steve Saucerman stated the Director's Evaluation was completed in November. Diane Huerkamp shared that the Deputy Director's Evaluation was completed in December.

Old Business:

- Diane Huerkamp discussed the recent rise in COVID-19 cases and proposed we continue with COVID-19 procedures until the January 10, 2022 Board meeting, when it will be reviewed again. Lynn Adams made a motion to continue with COVID-19 procedures as is, the motion was seconded by Jane Amos. The motion was passed unanimously.

New Business:

1. Diane Huerkamp informed the Board, that Emily Fleisher, the Early Literacy Librarian has resigned.
2. Diane Huerkamp presented the following calendars:
 - a. 2022 Board Meetings
 - b. Scheduled Holidays
 - c. 2 professional Days
 - d. Monthly Staff MeetingsJane Amos made a motion to approve, Ashley Duke seconded the motion and the motion carried unanimously.
3. Diane Huerkamp presented the 2022 Payroll Schedule. Steve Oschman made a motion to approve, the motion was seconded by Lynn Adams. The motion was passed unanimously.
4. Diane Huerkamp and Sandra Osborn summarized a number of items in the Librarians Report.
5. Diane Huerkamp requested the Board Members review and confirm the information on the Board of Trustee's contact information.

6. Diane Huerkamp requested the Board Members sign thank you cards for the staff.

7. The Slate of Officers for 2022:

- President: Steve Saucerman
- Vice President: Lynn Adams
- Treasurer: Ashley Duke
- Secretary: _____

(Note our Bylaws state an officer term is for three years.)

Adjournment:

Steve Saucerman adjourned the meeting at 5:02 p.m.

The next Board meeting will be held on December 30, 2021, at 9:00 a.m.

Respectfully submitted by Steve Wakolbinger, December 6, 2021.

Jane Amos, Secretary

Steve Saucerman, President