

Board of Trustee Meeting  
Bonita Marley Community Room  
October 3, 2022

**Members in attendance:** Steve Saucerman, Lynn Adams, Debbie Schneider, Don Stultz, Steve Oschman, and Jane Amos.

**Not in attendance:** Ashley Duke

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

**Guest:** None

**President- Steve Saucerman** opened the meeting with the Pledge of Allegiance at 4:03 pm. There was a quorum with six (6) members present.

**Public Inquiry/Comments:**

- None

**Secretary's Report:**

- Minutes of September 12, 2022 meeting were presented for approval. A motion to approve the minutes, as written, was made by Jane Amos and Debbie Schneider seconded the motion and the motion was carried unanimously.

**Financial Committee:**

1. Steve Wakolbinger presented the claims for the month of September 2022, in the amount of \$40,940.65, plus two payrolls totaling \$18,513.55 and payroll liabilities in the amount of \$15,858.67. Don Stultz made a motion to approve all September claims and payrolls as submitted. The motion was seconded by Debbie Schneider and it was unanimously approved.
2. Steve Saucerman requested a motion to approve the 2023 Budgets:
  - Operating - \$1,101,512
  - Lease Rental - \$466,00
  - Rainy Day Funds - \$118,000
  - LIRF - \$15,000Jane Amos made a motion to approve, Steve Oschman seconded the motion and the motion carried unanimously.
3. Steve Saucerman made a motion to approve a Transfer Fund Resolution for \$5,000 from Telephone - 100-321 to: \$3,000 Rental Equipment – 100-372 and \$2,000 Other Supplies 100-240. Debbie Schneider seconded the motion and the motion was unanimously approved.
4. Steve Saucerman requested a motion to approve a Transfer Resolution of \$41,345.00 from Rainy Day – non-appropriated 421-995 to Rainy Day – appropriated 421-996, as presented. Lynn Adams made a motion to approve, the motion was seconded by Jane Amos. The motion was passed unanimously

5. The Financial Committee meeting TBD to discuss options to protect from future threats of bank fraud.

**Policy Committee:**

- The Policy Committee meeting TBD to review two policies: Behavior and “Pets” policies.
- Steve Saucerman requested a motion to approve the MPL Censorship and Challenges policy and asked the board to adopt it. Jane Amos made a motion to approve the policy as written. The motion was seconded by Steve Saucerman and was approved unanimously.
- Diane Huerkamp presented an amended Community Room Reservation policy and asked the board to adopt it. Lynn Adams made a motion to approve the amended policy as written. The motion was seconded by Jane Amos and was approved unanimously.
- See Librarian’s Report page 5 & 6.

**Building Committee:**

- Diane Huerkamp presented a motion to renew Insurance with Morgan Insurance Company, for D&O insurance (no increase) and worker’s comp insurance (\$6 decrease). Steve Saucerman made a motion to approve, Jane Amos seconded the motion and the motion carried unanimously.
- Steve Saucerman made a motion to continue the annual contracts with:
  - Allison Farms - lawn care & snow removal
  - Allen Irrigation - startup and winterization of the irrigation system and fountain.
  - Johnson-Melloh - HVAC service
  - Mulhaupt – fire / general alarm monitoring
  - Orr Protection - Fire Suppression & Extinguishers preventative maintenance & inspections.
  - Ray’s Trash - waste removal service
  - Smithereens - pest control serviceDon Stultz made a motion to approve and Jane Amos seconded the motion. The motion was carried unanimously.
- See Librarian’s Report page 5.

**Technology Committee:**

- The Technology Committee is meeting on October 7<sup>th</sup>.
- See Librarian’s Report page 4 & 5.

**Evaluation Committee:**

- The Evaluation Committee is meeting on November 9<sup>th</sup>.
- See Librarian’s Report page 6.

**Old Business:**

- October 10<sup>th</sup> - Professional Development Day at Bradford Woods.

- November 5<sup>th</sup> – Stargazing at the Link Observatory, with November 12<sup>th</sup> as a rain date.

**New Business:**

- The 3rd Quarter PLAC Report was signed by President Steve Saucerman and Director Diane Huerkamp.
- Diane Huerkamp and Sandra Osborn summarized a number of items in the Librarians Report.

**Adjournment:**

- Steve Saucerman adjourned the meeting at 5:00 pm.
- Monday, November 7<sup>th</sup> at 4:00pm.

Respectfully submitted by Steve Wakolbinger, October 3, 2022.

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Debbie Schneider, Secretary

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Steve Saucerman, President