

March 23, 2022

**MINUTES OF THE MEETING**

I. **CALL TO ORDER:** The Michigan City Public Library Board of Trustees meeting was called to order by Doug Wickstrom, President, on Wednesday, March 23, 2022 at 2:00 PM. This regularly scheduled meeting is being held in accordance with the Indiana Open Door Law.

Those members in attendance:

Doug Wickstrom, President  
Don Montgomery, Vice President  
Mike Wilkerson, Secretary  
Stasi Benning, Member  
Dr. Mark Jacobi, Member  
Dale Cooper, Member  
Rose Tejeda, Member

Others in attendance:

Don Glossinger, Director  
Andrew Smith, Assist. Director  
Kurt Earnst, Legal Counsel  
Samantha Royal, Treasurer  
Dave Fink, Videographer  
Margaret Whitaker, Recording Secretary  
Tamara Ansell, Assist. Controller

Those members absent: None

II. **PUBLIC COMMENTS:** No comments.

III. **MINUTES:** Motion was made by Don Montgomery and seconded by Dr. Mark Jacobi to approve the minutes of the regular Board meeting of February 23, 2022. All yea. No nay. Motion carried.

IV. **FINANCIAL REPORTS:** The Statement of Receipts and Disbursements for the month ending February 28, 2022 shows an operating fund balance of \$638,219.79 and a total funds balance of \$4,289,683.69.

The February 28, 2022 operating fund receipts were \$38,547.24 and operating fund disbursements were \$303,767.76.

**2022 Money owed to the Library Rainy Day Fund**

**Rainy Day Fund                      \$1,100,000**

**B. APPROVAL OF BILLS:** The revised list of warrants was increased by \$9,290.37. Motion was made by Don Montgomery and seconded by Stasi Benning to approve the revised list of warrants of March 23, 2022 in the amount of \$144,456.02. All yea. No nay. Motion carried.

**C. OTHER:** None.

**V. CORRESPONDENCE:** None.

**VI. OLD BUSINESS:** None.

**VII. DIRECTOR'S REPORT:**

1. Don informed the Board that he and Andy had a meeting with H&T Electrical Services regarding the 2022 Lighting Project and have a signed agreement to proceed with ordering materials.

2. Due to the decrease in Covid-19 cases, as of April 1<sup>st</sup>, staff will no longer be required to wear masks inside the Library.

3. The monthly Director's report was submitted in the Board packet and will be filed with these minutes.

**VIII. COMMITTEE REPORTS:**

**A. Building and Grounds Committee Update:** No report.

**B. Budget and Finance Committee Update:** No report.

**C. Friends of the Michigan City Public Library Update – Liaison:** Dale Cooper reported that the Friends are having an ongoing book sale at the La Porte County Visitors Bureau and are also having an upcoming Friends Collectors breakfast at St. John's Fellowship Hall.

**D. Policy and Procedures Committee Update:** No report.

**E. Personnel Committee Update:** The Committee met earlier to discuss the change of employee classification. Motion was made by Dale Cooper and seconded by Dr. Mark Jacobi to change Carmon Judge's classification from Technical Services Data Entry and Processing Clerk I to Technical Services Cataloguer Specialist IV at \$18.00 an hour effective March 20, 2022. All yea. No Nay. Motion carried.

**IX. NEW BUSINESS:** Samantha Royal, Controller, submitted a list of documents to be destroyed that she will send to Indiana Archives and Records Administration for their permission to destroy. Board approval is also needed. Motion was made by Don Montgomery and seconded by Stasi Benning to approve the list of documents to be sent to Indiana Archives and Records Administration. All yea. No nay. Motion carried.

**X. PUBLIC COMMENTS:** No comments.

**XI. BOARD COMMENTS:** Dr. Mark Jacobi congratulated Dale Cooper and Rose Tejada on how they represented the Board at the Naomi Anderson dedication.

**XII. QUORUM DETERMINATION:** The next regular Board Meeting is 2:00 PM Wednesday, April 27, 2022, in the Library's Meeting Room. Any member unable to attend should inform the Library's Administration Office.

**XIII. ADJOURNMENT:** Motion was made by Don Montgomery and seconded by Dr. Mark Jacobi to adjourn this meeting. All yea. No nay. Motion carried. This meeting adjourned at 2:09 PM.