

September 28, 2022

**MINUTES OF THE REGULAR MEETING**  
**SEPTEMBER 28, 2022**

I. **CALL TO ORDER:** The Michigan City Public Library Board of Trustees meeting was called to order by Don Montgomery, Vice President, on Wednesday, September 28, 2022, at 2:00 PM. This regularly scheduled meeting is being held in accordance with the Indiana Open Door Law.

Those members in attendance:

Don Montgomery, Vice President  
Mike Wilkerson, Secretary  
Dale Cooper, Member  
Rose Tejeda, Member  
Stasi Benning, Member

Others in attendance:

Don Glossinger, Director  
Andrew Smith, Assist. Director  
Samantha Royal, Treasurer  
Kurt Earnst, Legal Counsel  
Tamara Ansell, Assist. Controller  
Robin Kohn, Public Relations  
Margaret Whitaker, Recording Secretary

Those members absent:

Doug Wickstrom, President  
Dr. Mark Jacobi, Member

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

III. **MINUTES:** Motion was made by Dale Cooper and seconded by Stasi Benning to approve the minutes of the Regular Board Meeting of August 24, 2022. All yea. No nay. Motion carried.

Motion was made by Stasi Benning and seconded by Rose Tejeda to approve the minutes of the Special Meeting for Public Hearing of the 2023 Budget, September 14, 2022. All yea. No nay. Motion carried.

IV. **FINANCIAL REPORTS:** The Statement of Receipts and Disbursements for the month ending August 31, 2022, shows an Operating Fund Balance of \$1,257,732.20 and a total Funds Balance of \$4,745,858.29.

The August 31, 2022 Operating Fund Receipts were \$40,472.56 and Operating Fund Disbursements were \$204,731.44.

Samantha Royal reported the following:

The adoption of the 2023 Budget is on the agenda this month. This 2023 Budget is a non-binding budget that stayed under the Indiana State mandated 5.0% growth factor. Gateway schedules 4 and 4B are included in the financial packet. After the 2023 Budget is adopted and the Board signs schedule 4, we will submit all budget schedules to the State of Indiana, the DLGF and the Laporte County Auditor's office via the Indiana Gateway website.

### **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 \$7,216.60. Motion was made by Rose Tejada and seconded by Mike Wilkerson to approve the revised list of warrants of September 28, 2022 in the amount of \$170,419.49. All yea. No nay. Motion carried.

**C. ADOPT 2023 BUDGET:** Samantha Royal read the resolution for appropriations and tax rates. Be it ordained/resolved by the **Michigan City Public Library Board of Trustees** that for the expenses of **Michigan City Public Library** for the year ending December 31, **2023** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **Michigan City Public Library**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of

Local Government Finance. Total Budget is \$4,016,972, Adopted Tax Levy is \$4,143,932 and Adopted Tax Rate is 0.2510. Motion was made by Mike Wilkerson and seconded by Rose Tejada to adopt the 2023 Library Budget as presented. All yea. No nay. Motion carried.

**D. RESOLUTION TO REDUCE THE OPERATING FUND:** Resolution to reduce operating fund appropriation July – December 2022.

Motion was made by Dale Cooper and seconded by Stasi Benning as follows: WHEREAS, the Board of Trustees of the Michigan City Public Library finds that it is necessary to reduce the 2022 OPERATING FUND July through December Current Year Appropriation Balance found on Line 7 of the DLGF Current Year Financial Worksheet.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Michigan City Public Library resolves to reduce OPERATING FUND July – December 2022 Current Year Appropriation Balance in the following amounts:

Operating Fund Line 7. Appropriation Balance July-Dec. 2022	Line 8. Reduction July through Dec. 2022	Line 9. Estimated Current Year Exp. July-Dec. 2022
Current Year 2022 Financial Worksheet		
\$2,373,265	(\$723,265)	\$1,650,000

DULY ADOPTED by the Board of Trustees of the Michigan City Public Library at its regular meeting held on the 28<sup>th</sup> day of September 2022, at which meeting a quorum was present.

All yea. No nay. Motion carried.

**V. CORRESPONDENCE:** Mike Wilkerson announced the numerous donations to the Writing Out Loud Program. The list will be filed with these minutes.

VI. **OLD BUSINESS:** None.

VII. **DIRECTOR'S REPORT:** This report was submitted in the 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:** Mike Wilkerson reported that a Public Hearing was held to answer questions the public may have regarding the 2023 Budget. No one from the public was in attendance.

C. **Friends of the Michigan City Public Library Update – Liaison:** Dale Cooper reported that the book sale, which was held last week, had a great turnout and made about \$1000.00

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

E. **Personnel Committee Update:** No report.

IX. **NEW BUSINESS – EXECUTIVE SESSION REPORT:** The Board met at 1:36 p.m. today to discuss personnel litigation.

Motion was made by Mike Wilkerson and seconded by Stasi Benning to authorize the Executive Director to settle a pending lawsuit involving Kaley Werdine. All yea. No nay. Motion carried.

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

XI. **BOARD COMMENTS:** No comments.

XII. **QUORUM DETERMINATION:** The next regular Board Meeting is 2:00 PM Wednesday, October 26, 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 Stasi Benning and seconded by Dale Cooper to adjourn the meeting. All yea. No nay. Meeting adjourned at 2:13 p.m.