

December 21, 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, December 21, 2022, at 2:00 p.m. 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  
Rose Tejeda, Member

Others in attendance:

Don Glossinger, Director  
Samantha Royal, Treasurer/Controller  
Robin Kohn, Public Relations  
Margaret Whitaker, Recording Secretary  
Tamara Ansell, Assistant Controller

Those members absent: Dale Cooper, Dr. Mark Jacobi

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

III. **MINUTES:** Motion was made by Don Montgomery and seconded by Stasi Benning to approve the minutes of the Regular Board Meeting of November 16, 2022. All yea. No nay. Motion carried.

IV. **FINANCIAL REPORTS:** The Statement of Receipts and Disbursements for the month ending November 30, 2022, shows an operating fund balance of \$774,891.69 and a total funds balance of \$3,989,573.04.

The November 30, 2022 operating fund receipts were \$39,931.84 and operating fund disbursements were \$193,148.01.

**2022 Money owed to the Library Rainy Day Fund  
(This amount will be transferred in December 2022 from the Operating Fund  
back to the Rainy Day Fund)**

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

**B. APPROVAL OF BILLS:** The revised list of warrants was increased by \$12,338.53. Motion was made by Don Montgomery and seconded by Rose Tejada to approve the revised list of warrants of December 21, 2022, in the amount of \$88,811.51. All yea. No nay. Motion carried.

**C. ENCUMBRANCES:** WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of Michigan City Public Library during 2023; Now, therefore be it resolved by the Library Board of the Michigan City Public Library, LaPorte County, Indiana, that the following appropriations hereby be encumbered from the 2022 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same. Motion was made by Don Montgomery and seconded by Stasi Benning to encumber \$199,899.44. All yea. No nay. Motion carried.

**D. LINE TRANSFERS:** Resolution to transfer funds within the Library Operating Fund is as follows: Whereas, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred from one line to another. We, the Library Board of Michigan City Public Library do resolve that the following transfers be made within the Library Operating Fund: Motion was made by Don Montgomery and seconded by Rose Tejada to transfer from:

Line 1. Personal Services	55,000
Line 3.-31 Professional Services	9,000
Line 3.-35 Utility Services	<u>20,000</u>
	84,000
Transfer to:	
Line 3.-33 Printing and Advertising	500
Line 3.-36 Repairs and Maintenance	70,000
Line 3.-39 Other Miscellaneous Charges	1,000
Line 4. Capital Outlays	<u>12,500</u>
	84,000

All yea. No nay. Motion carried.

**E. RAINY DAY FUND TRANSFER TO OPERATING FUND:** Motion was made by Rose Tejeda and seconded by Don Montgomery to approve the following resolution: Whereas, the Michigan City Public Library Board has been delayed in receiving various forms of revenue from LaPorte County and the State of Indiana, the Michigan City Public Library Board authorizes the Michigan City Public Library Treasurer to make a transfer of funds from the Rainy Day Fund on January 3, 2023. Be it resolved, by the Board of Trustees of the Michigan City Public Library, Michigan City, LaPorte County, Indiana, to authorize transfer of \$1,100,000 from Rainy Day Fund to the Library Operating Fund. This total transfer of \$1,100,000 to be repaid at such time our 2022 pay 2023 Property Tax Draw is received in December of 2023. All yea. No nay. Motion carried.

**F. NON-RESIDENT FEE:** motion was made by Rose Tejeda and seconded by Mike Wilkerson to approve the following resolution: **WHEREAS**, IC 36-12-2-25(c) requires that an individual nonresident fee be established for a local library card; and **WHEREAS**, the minimum fee that the board may set under the statute is the greater of the following: (1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries" or (2) Twenty-five dollars (\$25). **NOW THEREFORE BE IT RESOLVED**, that the nonresident fee is hereby set at (\$85.00) for an individual nonresident card; and **BE IT FURTHER RESOLVED**, that this fee will remain in effect until such time that the library board passes a new nonresident fee resolution. **DULY ADOPTED** by the Board of Trustees of the Michigan City Public Library at its regular meeting held on the 21st day of December, 2022, at which meeting a quorum was present. All aye. No nay. Motion carried.

**G. OTHER:**

1. Samantha Royal reported that the Library received Form 1782 Notice for Budget Year 2023 from the DLGF on November 28, 2022. All numbers submitted for the 2023 Budget were accepted by the DLGF. Form 1782 Notice for Budget Year 2023 was signed and returned to the DLGF with no changes requested on November 30, 2022.

2. Motion was made by Rose Tejada and seconded by Mike Wilkerson to amend the effective dates of the November 16<sup>th</sup> motions from November 14, 2022 to November 13, 2022. All yea. No nay. Motion carried.

3. Motion was made to close the Library two hours early one week night in January to allow for the rescheduled Holiday Party. Motion was made to accept by Don Montgomery and seconded by Mike Wilkerson. All yea. No nay. Motion carried.

V. **CORRESPONDENCE:** Mike Wilkerson announced that the Duneland Stamp Club donated \$100.00 to the Endowment Fund.

VI. **OLD BUSINESS:** Approval of Board of Trustees Bylaws. Motion was made by Stasi Benning and seconded by Rose Tejada to approve the Board of Trustees Bylaws as presented. All yea. No nay. Motion carried.

VII. **DIRECTOR'S REPORT:** This report was submitted in the packet and will be filed with these Minutes. Don Glossinger also informed the Board that a student who has been a student for three years in the Literacy Tutor Program, now wants to become a tutor.

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:** No report.

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

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

F. **Nominating Committee Update:** Mike Wilkerson reported the new officers for next year.

Doug Wickstrom – President  
Don Montgomery – Vice-President  
Mike Wilkerson – Secretary  
Samantha Royal – Treasurer

Motion was made by to accept the new officers of the Michigan City Public Library Board of Trustees for 2022. Show of hands vote. All yea. No Nay. Motion carried.

**IX. NEW BUSINESS:**

**A. Discretionary Budget for 2023:** This discretionary budget helps to do extra services and programs for the community. This budget includes Endowment Earnings/IMA, Friends of the Library, Unity Fund and Directed Gifts for a total amount of \$38,000.00. Motion was made by Don Montgomery and seconded by Mike Wilkerson to approve this budget as presented. All yea. No nay. Motion carried.

**X. PUBLIC COMMENTS:** None.

**XI. BOARD COMMENTS:** None.

**XII. QUORUM DETERMINATION:** The next regular Board Meeting is 2:00 PM Wednesday, January 25, 2023 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 Don Montgomery to adjourn this meeting. All yea. No nay. Motion carried. This meeting adjourned at 2:18 p.m.