

September 25, 2023

MINUTES OF THE REGULAR MEETING
SEPTEMBER 25, 2023

I. **CALL TO ORDER:** The Michigan City Public Library Board of Trustees meeting was called to order by Doug Wickstrom, President, on Monday, September 25, 2023, 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
Dale Cooper, Member

Others in attendance:

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:

Rose Tejada, Member
Stasi Benning, Member
Dr. Mark Jacobi, Member (Resigned September 11, 2023)

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

III. **MINUTES:** Motion was made by Don Montgomery and seconded by Dale Cooper to approve the minutes of the Regular Board Meeting of August 23, 2023. All yea. No nay. Motion carried.

Motion was made by Don Montgomery and seconded by Dale Cooper to approve the minutes of the Special Meeting for Public Hearing of the 2024 Budget, September 13, 2023. All yea. No nay. Motion carried.

IV. **FINANCIAL REPORTS:** The Statement of Receipts and Disbursements for the month ending August 31, 2023, shows an Operating Fund Balance of \$1,403,139.91 and a total Funds Balance of \$4,797,304.92.

The August 31, 2023 Operating Fund Receipts were \$48,564.71 and Operating Fund Disbursements were \$207,422.72.

Samantha Royal reported the following:

The adoption of the 2024 Budget is on the agenda this month. This 2024 Budget is a non-binding budget that stayed under the Indiana State mandated 4.0% growth factor. Gateway schedules 4 and 4B are included in the financial packet. After the 2024 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.

2023 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 \$12,200.38. Motion was made by Don Montgomery and seconded by Dale Cooper to approve the revised list of warrants of September 25, 2023 in the amount of \$81,242.35. All yea. No nay. Motion carried.

C. ADOPT 2024 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, **2024** 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 \$4,645,649, Adopted Tax Levy is \$4,310,120 and Adopted Tax Rate is 0.2402. Motion was made by Don Montgomery and seconded by Dale Cooper to adopt the 2024 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 2023.

Motion was made by Don Montgomery and seconded by Mike Wilkerson as follows: WHEREAS, the Board of Trustees of the Michigan City Public Library finds that it is necessary to reduce the 2023 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 2023 Current Year Appropriation Balance in the following amounts:

Operating Fund Line 7. Appropriation Balance July-Dec. 2023	Line 8. Reduction July through Dec. 2023	Line 9. Estimated Current Year Exp. July-Dec. 2023
Current Year 2023 Financial Worksheet		
\$2,599,885	(\$679,885)	\$1,920,000

DULY ADOPTED by the Board of Trustees of the Michigan City Public Library at its regular meeting held on the 25th day of September 2023, at which meeting a quorum was present.

All yea. No nay. Motion carried.

V. CORRESPONDENCE: Mike Wilkerson announced the numerous donations made to the Library. 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 2024 Budget. No one from the public was in attendance.

C. **Friends of the Michigan City Public Library Update – Liaison:** Dale Cooper reported that the Giveback that was held at Galveston Steakhouse had a great turn out.

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

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

IX. **NEW BUSINESS – EXECUTIVE SESSION REPORT:** None.

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

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

XII. **QUORUM DETERMINATION:** The next regular Board Meeting is 2:00 PM Wednesday, October 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 Don Montgomery and seconded by Doug Wickstrom to adjourn the meeting. All yea. No nay. Meeting adjourned at 2:12 p.m.