

October 25, 2023

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, October 25, 2023 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
Dale Cooper, Member

Others in attendance:

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

Those members absent: None.

II. PUBLIC COMMENTS: NIPSCO presented the Library with a check for \$6,294.18 as a rebate due to the energy savings from the Lighting Project.

III. MINUTES: Motion was made by Don Montgomery and seconded by Stasi Benning to approve the minutes of the regular Board meeting of September 25, 2023. All yea. No nay. Motion carried.

IV. FINANCIAL REPORTS: The Statement of Receipts and Disbursements for the month ending September 30, 2023 shows an operating fund balance of \$1,266,052.53 and a total funds balance of \$4,637,418.97.

The September 30, 2023 operating fund receipts were \$55,420.74 and operating fund disbursements were \$192,508.12.

Our current forecasted 2023 end of year Operating Fund cash balance is \$592,792.

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 \$60,571.46. Motion was made by Don Montgomery and seconded by Rose Tejada to approve the revised list of warrants of October 25, 2023 in the amount of \$152,262.65. All yea. No nay. Motion carried.

C. RESOLUTION TO REDUCE THE OPERATING FUND: Resolution to reduce operating fund appropriation July – December 2023.

Motion was made by Stasi Benning and seconded by Dale Cooper 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 | (\$699,885) | \$1,900,000 |

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

All yea. No nay. Motion carried.

V. **CORRESPONDENCE:** None.

VI. **OLD BUSINESS:** None.

VII. **DIRECTOR'S REPORT:** 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:** No report.

D. **Policy and Procedures Committee Update:** Due to the resignation of Dr. Mark Jacobi, Stasi Benning was appointed as Committee Chairperson.

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

IX. **NEW BUSINESS:** Motion was made by Don Montgomery and seconded by Rose Tejada to approve the Board of Trustees meeting dates and times for 2024 as presented. All aye. No nay. Motion carried.

Motion was made by Stasi Benning and seconded by Rose Tejada to approve the Library holiday closings and comp time holidays for 2024 as presented. All aye. No nay. Motion carried.

Motion was made by Mike Wilkerson and seconded by Stasi Benning to discontinue our contract with Unique Management Services and no longer refer Patrons to collections. All aye. No nay. Motion carried.

An Executive Session was held before this meeting on Wednesday, October 25, 2023 to discuss a personnel issue. A motion was made as follows:

Motion was made by Don Montgomery and seconded by Dale Cooper to give the Director authority to offer severance agreements. All aye. 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 p.m. Wednesday, November 15, 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 to adjourn this meeting. All yea. No nay. Motion carried. This meeting adjourned at 2:19 p.m.