

November 15, 2023

MINUTES OF THE MEETING

1. CALL TO ORDER: The Michigan City Public Library Board of Trustees meeting was called to order by Doug Wickstrom, President, on Wednesday, November 15, 2023 at 2:00 PM. This regularly scheduled meeting was 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
Matt Kubik, Member

Others in attendance:

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

Those members absent:

Dale Cooper, Member

2. OATH OF OFFICE: Mr. Kurt Earnst, Legal Counsel, presided over the Oath of Office taken by Matt Kubik who was appointed by the County Commissioners. He was welcomed by the Library Board.

I. RESUME MCPL REGULAR BOARD MEETING:

II. PUBLIC COMMENTS: Troy Olivera, Maintenance Supervisor introduced new employee, Matt Breslin to the Board.

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

IV. FINANCIAL REPORTS: The Statement of Receipts and Disbursements for the month ending October 31, 2023 shows an operating fund balance of \$1,090,449.08 and a total funds balance of \$4,407,879.67.

The October 31, 2023 operating fund receipts were \$49,188.78 and operating fund disbursements were \$224,792.23.

Samantha Royal reported the following:

This month the Library will transfer \$3,882.30 from the Endowment Trust Fund to the Endowment Investment Fund.

Our current forecasted 2023 end of year Operating Fund cash balance is \$621,000.

2023 money owed to the Library Rainy Day Fund is \$1,100,000.

B. APPROVAL OF BILLS: The revised list of warrants is increased by \$26,819.02. Motion was made by Don Montgomery and seconded by Rose Tejada to approve the revised list of warrants of November 15, 2023 in the amount of \$94,457.35. All yea. No nay. Motion carried.

C. OTHER: Resolution for Organizational and Entity Accounts. This resolution gives Don Glossinger and Samantha Royal the authority to act on behalf of the Board as it pertains to our investment accounts at Horizon Bank. The specific actions with which we have authority are listed in the resolution that was included in the packet (the resolution will be filed with these minutes). Motion was made by Don Montgomery and seconded by Stasi Benning to accept the Resolution for Organizational and Entity Accounts as presented. All yea. No nay. Motion carried.

V. CORRESPONDENCE: Mike Wilkerson reported a donation of \$25.00 was made to the Endowment Fund by Rose Marie Krueger.

VI. OLD BUSINESS: No Report.

VII. DIRECTOR'S REPORT: The monthly Director's Report was submitted in the Board packet and will be filed with these minutes. Don Glossinger also thanked Andy Smith and Samantha Royal for taking care of business while he was out caring for his wife.

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: No report

D. Policy and Procedures Committee Update: No report.

E. Personnel Committee Update: The Personnel Committee met at 1:30 on November 15, 2023 to consider salary adjustments for the Library employees. Motions were made as follows:

Motion was made by Stasi Benning and seconded by Rose Tejada to authorize a raise to \$40.00 an hour for active duty Security Officers effective November 12, 2023 to be paid December 1, 2023. All yea. No nay. Motion carried.

Motion was made by Stasi Benning and seconded by Rose Tejada to accept Administration's updated Employee Salary Ranges effective November 12, 2023. All yea. No nay. Motion carried.

Motion was made by Stasi Benning and seconded by Don Montgomery to authorize a 4% raise for all employees except for any employee whose updated wage based on the new salary schedule is greater than a 4% increase. This raise is effective November 12, 2023 and to be paid December 1, 2023. All yea. No nay. Motion carried.

F. Nominating Committee: Board President, Doug Wickstrom appointed Dale Cooper, Stasi Benning and Mike Wilkerson as members of the committee to select officers for next year.

IX. NEW BUSINESS: Board of Trustees Bylaws are to be reviewed annually. Renewal of the Bylaws will be put on the agenda for the December 20, 2023 Regular Board Meeting.

X. PUBLIC COMMENTS: No comments.

XI. BOARD COMMENTS: No comments.

XII. QUORUM DETERMINATION: The next regular Board Meeting is 2:00 PM Wednesday, December 20, 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 Matt Kubik to adjourn this meeting. Meeting adjourned at 2:14 PM.