

December 20, 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, December 20, 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  
Dale Cooper, Member  
Matt Kubik, Member

Others in attendance:

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

Those members absent: Rose Tejada

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 15, 2023. All yea. No nay. Motion carried.

IV. **FINANCIAL REPORTS:** The Statement of Receipts and Disbursements for the month ending November 30, 2023, shows an operating fund balance of \$878,181.82 and a total funds balance of \$4,218,338.35.

The November 30, 2023 operating fund receipts were \$48,322.48 and operating fund disbursements were \$260,589.74.

### **2023 Money owed to the Library Rainy Day Fund**

**(\$1,100,000 was transferred on 12/15/2023 from the Operating Fund back to the Rainy Day Fund.)**

**Rainy Day Fund                      \$0**

**B. APPROVAL OF BILLS:** The revised list of warrants was increased by \$61,040.62. Motion was made by Don Montgomery and seconded by Dale Cooper to approve the revised list of warrants of December 20, 2023, in the amount of \$111,786.61. 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 2024; 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 2023 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 \$169,072.95. 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, LaPorte County, Indiana, do resolve that the following transfers be made within the Library Operating Fund: Motion was made by Don Montgomery and seconded by Mike Wilkerson to transfer from:

Line 1. Personal Services	<u>15,000</u>
	15,000
Transfer to:	
Line 3.-32 Communication & Transportation	5,000
Line 3.-34 Insurance	5,000
Line 3.-39 Other Miscellaneous Charges	<u>5,000</u>
	15,000

All yea. No nay. Motion carried.

**E. RAINY DAY FUND TRANSFER TO OPERATING FUND:** Motion was made by Don Montgomery and seconded by Mike Wilkerson 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 2, 2024. Be it resolved, by the Board of Trustees of the Michigan City Public Library, Michigan City, LaPorte County, Indiana, to authorize a 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 2023 pay 2024 Property Tax Draw is received in December of 2024. All yea. No nay. Motion carried.

**F. NON-RESIDENT FEE:** Motion was made by Don Montgomery 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 (\$93.00) 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 20th day of December, 2023, at which meeting a quorum was present. All aye. No nay. Motion carried.

**A. DISCRETIONARY BUDGET FOR 2024:** 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 Dale Cooper to approve this budget as presented. All yea. No nay. Motion carried.

**G. OTHER:**

1. Samantha Royal reported that the Library received Form 1782 Notice for Budget Year 2024 from the DLGF on December 12, 2023. All numbers submitted for the 2024 Budget were accepted by the DLGF. Form 1782 Notice for Budget Year 2024 was signed and returned to the DLGF with no changes requested on December 15, 2023.

2. On December 6 and 14, 2023 the Michigan City Public Library received from the LaPorte County Auditor the December 2023 Settlement. The total receipts on December 6 and 14, 2023 were \$1,450,235.54 and were broken down as follows: Property Tax \$1,363,128.16; License Excise Tax \$70,844.44; Financial Institution Tax \$7,721.94 and CVET \$8,541.00.

**V. CORRESPONDENCE:** Mike Wilkerson announced that Connie G. Warry donated \$25.00 to the Endowment Fund in memory of Peggy Koegler.

**VI. OLD BUSINESS:** Approval of Board of Trustees Bylaws. Motion was made by Matt Kubik and seconded by Dale Cooper 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.

**VIII. COMMITTEE REPORTS:**

**A. Building and Grounds Committee Update:** The Building and Grounds Committee met on Wednesday, December 13, 2023 to discuss the Roofing Project. A motion was made by Don Montgomery and seconded by Mike Wilkerson as follows: To move forward with the new roofing project and to accept Product Architecture's proposal for the preliminary work. All yea. No nay. Motion Carried.

- 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.

Mike Wilkerson – President  
Dale Cooper – Vice-President  
Stasi Benning – Secretary  
Samantha Royal – Treasurer

A show of hands vote was made to accept the new officers of the Michigan City Public Library Board of Trustees for 2024. All yea. No Nay. Officers accepted.

- IX. **NEW BUSINESS:** None.
- X. **PUBLIC COMMENTS:** None.
- XI. **BOARD COMMENTS:** None.
- XII. **QUORUM DETERMINATION:** The next regular Board Meeting is 2:00 PM Wednesday, January 24, 2024 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 2:20 p.m.