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# Hopkins District Library Meeting Minutes

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*February 2022*

Call to order and Roll Call

A regular meeting of Hopkins District Library Board was held on 02/08/2022 at 7:12pm.

Board members included:

President	Eric Alberda (Hopkins)
Vice President	Tim McKinnon (Watson)
Secretary	Megan Frank (Monterey)
Treasurer	Serena Pawloski (Hopkins)
Village Rep	
Watson Rep	Daelyn Post
Monterey Rep	Jodie Brenner
Hopkins Rep	Sandra Morris

Citizens present: 0

Public Comment on Feb. 2022 Agenda: None

Morris motion to approve the Feb. 2022 Agenda. McKinnon supports.

7 Yays / 0 Nays. Motion approved.

Frank motion to approve the January meeting minutes. Morris supports.

7 Yays / 0 Nays. Motion approved.

Treasurer's Report: Postponed until next month.

Director's Report: N/A

Old Business:

1. Bookkeeping updates (QuickBooks Updates): Lots of confusion regarding check printing. Suggesting looking into hiring someone for a few months to work specifically on bills
  - a. Morris motions to hire Stacey Timmer (Hopkins Township Assistant) to work specifically on bills with her pay the same as the Hopkins Township Assistant job (\$13.71/hr.). Post supports.
    - i. 7 Yays/ 0 Nays. Motion approved.


New Business:

1. Director Search Updates from Personal Committee: Received 7 applicants from Indeed.com. Board reviewed and the Personal Committee will interview 5 qualified applicates in a 2-part interview process. Interviews looking to be complete by 2/28/22. Board will review and offer employment after March board meeting.
  - a. McKinnon motion to pay back Serena for \$200.00 for hiring process. Morris supports.

- i. 7 Yays/ 0 Nays. Motion approved.
- 2. Library Credit Card: Card due to expire in April. Eric will be working with the United Bank to start a U-Benefits account for Librarians to use instead of credit card. Credit card will be cancelled.
  - a. Frank motion to switch from a credit card to a debit card. Brenner support.
    - i. 7 Yays/ 0 Nays. Motion approved.
- 3. Library Agreement: From Auditor.
  - a. Alberda motion to sign the audit agreement to be audited for the 2021 fiscal year. Morris support.
    - i. 7 Yays / 0 Nays. Motion approved.

Public comments: None

Adjournment – Frank motion to adjourn. Post supports. 7 Yays / 0 Nays. Motion approved. Adjourn 8:09pmpm.



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Megan Frank  
Secretary

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Date of approval