
Hopkins District Library Meeting Minutes

September 2022

Call to order and Roll Call

A regular meeting of Hopkins District Library Board was held on 09/13/2022 at 7:05pm.

Board members included:

President	
Vice President	Tim McKinnon (Watson)
Secretary	Megan Frank (Monterey)
Treasurer	Serena Pawloski
Village Rep	Craig Osborn
Watson Rep	
Monterey Rep	Jodie Brenner
Hopkins Rep	Sandra Morris

Citizens present: 1

Approval of September 2022 Agenda

Frank motion to approve September 2022 Agenda. Morris supports.

6 Yays / 0 Nays. Motion approved.

Approval of August 2022 Minutes

Osborn motion to approve August 2022 Meeting Minutes with corrections provided. Morris supports.

6 Yays / 0 Nays. Motion approved.

Treasurer's Report/Financial Report

- No major expenses. Paid big Audit and Quarterly's.

Director Report

- Will have a staff training day on Oct 10th so library will be closed. Book sale in Oct. TV for meeting room. May possibly change Storytime for toddlers.

Old Business

NONE

New Business

- Building Insurance: Ryan Brown, Decker Insurance
 - o Discussing the Par Plan Risk Reduction Grand and Dividend Program. Current insurance plan increased over 50%. Adjusted rate \$3,022 (updated as of 9/13/22). Will be looking into Workers Compensation Coverage addition.

- Morris motion to table insurance quote from Decker Agency until next month. Brenner supports.
 - 6 Yays / 0 Nays. Motion approved.
- Permanent Director Position
 - Frank motion to offer a permanent position as Directed to Kevin at HDL and end his probation. Osborn supports.
 - 6 Yays / 0 Nays. Motion approved.
 - Kevin accepts. Will be sitting with Eric to create a contract and bring to next meeting to discuss.
- Budget Amendment: Bookkeeping/Audit, Professional Dues
 - Come out of employee wages to update budget due to Auditors helping with bookkeeping (\$1,500 over budget) and Professional dues (\$178.10 over budget).
 - Morris motions to adjust line items Bookkeeping/Quickbooks and Professional dues (to reimburse Serena for indeed fees). Frank supports.
 - 6 Yays / 0 Nays. Motion approved.
- Bank Account Changes
 - Interest rates have gone up.
 - Motion to open a CD for \$100,000 for 6 months at 2.15% (or close too) and a CD for \$100,000 for 1 year at 2.45% (or close too). Pawloski supports.
 - 6 Yays / 0 Nays. Motions approved.
 - Brenner motions to change our checking account to the Public Fund Cash Management Checking and our savings account to the Public Fund High Yield Savings at United Bank of Michigan. Osborn supports.
 - 6 Yays / 0 Nays. Motion approved.

Public Comment: None

Adjournment – McKinnon motion to adjourn. Pawloski supports.
6 Yays / 0 Nays. Motion approved. Adjourn 7:23pm.

Megan Frank
Secretary

Date of approval