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| Hopkins District Library Meeting Minutes |

## ***December 2023***

# Call to order and Roll Call

A regular meeting of Hopkins District Library Board was held on 12/12/2023 **at 7:00pm**.

Board members included:

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| President | Eric Alberda (Hopkins) |
| Vice President | Tim McKinnon (Watson) |
| Secretary | Megan Frank (Monterey) |
| Treasurer | Craig Osborn |
| Village Rep | Sam Adams |
| Watson Rep | Daelynn Post |
| Monterey Rep |  |
| Hopkins Rep | VACANT |

Citizens present: 1

Approval of December 2023 Agenda

Frank motion to approve November 2023 Agenda with amendments. Post supports.

6 Yays / 0 Nays. Motion approved.

Presentation by Lynne Reichardt of Davis-Reichardt Interior Designs

Takeaways – layout for future expansion, larger, cozy kids’ area, new circulation desk with ADA checkout station, flexible displays, reusing furniture and incorporate color using paint and/or wallpaper. New layout discussed. Next steps will be to amend package based on board feedback and seek local window covering company to provide a solar shade quote.

Approval of November 2023 Minutes

Frank motion to approve November 2023 Meeting Minutes. McKinnon supports.

6 Yays / 0 Nays. Motion approved.

Treasurer’s Report/Financial Report

* Discussed. Frank motion to approved Treasurer’s report. Osborn supports.

6 Yays / 0 Nays. Motion approved.

Director Report

* State Aid report submitted. Grand application for ADA items completed. Frank motion to approve directors report. Post supports.

6 Yays / 0 Nays. Motion approved.

New/Old Business:

* Township Building Update: Needing to clean up but moving items in and beginning to use next month.
* Library Building Project Update: Carpet getting squared away. Doors ordered. MUGEN will provide a 2-week deadline for closure dates. Public notices to be updated soon. Gutters to be completed by different company.
* 2023 Budget Amendments: Discussed as listed below.

695 Misc Revenue: increase $24,314

731.5 Periodicals: increase $100

801.3 Bookkeeping: increase $800

955.2 Advertising: increase $20

970 Capital Outlay: increase $69,000

Savings: decrease $46,000

McKinnon motion to approve the 2023 amendments as presented with additional corrections added. Frank supports.

6 Yays / 0 Nays. Motion approved.

* 2024 Budget Approval at Department Levels: Discussed as listed below.
* Expenses: $143,300
* Staff Expenses: $80,250
* Professional Fees: $4,950
* Library Operations: $38,800
* Building Expenses: $19,300
* Income: $153,250

Frank motion to approve the 2024 Budget. Osborn supports.

6 Yays / 0 Nays. Motion approved.

* 2024 Meeting Dates: Discussed.

Frank motion to approve the proposed 2024 Meeting dates. McKinnon supports.

6 Yays / 0 Nays. Motion approved.

Public Comment: NONE

Adjournment – Frank motion to adjourn. Post supports.

6 Yays / 0 Nays. Motion approved. Adjourn 7:24pm.

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| Megan Frank  Secretary |  | Date of approval |