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# Hopkins District Library Meeting Minutes

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## ***December 2022***

Call to order and Roll Call

A regular meeting of Hopkins District Library Board was held on 12/13/2022 at 7:01pm.

Board members included:

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

Citizens present: 0

Approval of November 2022 Agenda

Frank motion to approve December 2022 Agenda as presented. Adams supports.

6 Yays / 0 Nays. Motion approved.

Approval of November 2022 Minutes

Frank motion to approve November 2022 Meeting Minutes with corrections suggested. Adams supports.

6 Yays / 0 Nays. Motion approved.

Treasurer's Report/Financial Report

- No big expenses.
- 4 fraudulent purchases made with our Debit card. Issues corrected.
- Annual bonus payments distributed in Nov.
  - o Discussed a stipend which would be an additional 50 cents per hour worked. Will discuss later in the meeting.

Frank motion to approve Treasurers Report as given by Director. Post supports.

6 Yays/ 0 Nays. Motion approved.

Director Report

- Wrapping end of the year items up.
- Closed for 2 extra days in Nov. Will close for 12/24, 12/26, 12/31, and 1/2.

Frank motion to approved Director's report and provided by Director. Adams supports.

6 Yays/ 0 Nays. Motion approved.

Old Business: NONE

## New Business

- 2023 Budget Approval:
  - o Post motions to approve the 2023 Proposed Budget Amounts including the 2023 Wages at the activity level. McKinnon supports.
    - 6 Yays / 0 Nays. Motion approved.
- Board Officer Appointment: Discussed.
  - o President – Eric Alberda
  - o Vice President – Tim McKinnon
  - o Treasurer – Craig Osborn
  - o Secretary – Megan Frank
    - McKinnon motions to keep all officers the same with the exception of Treasurer by nominating Craig Osborn. Post supports.
      - 6 Yays / 0 Nays. Motion approved.
- Debit Card/Bank Signers: Discussed.
  - o Frank motion to have Craig Osborn, Eric Alberda, Kevin Meyers and Megan Frank on the Bank Signers Paperwork, Remove Serena from the previous paperwork and debit card and add Craig on a debit card and keep Kevin on a debit card. Adams supports.
    - 6 Yays / 0 Nays. Motion approved.
- Fine Free Policy: \$5000 historical fines, \$2000 in the last 3 years.
  - o Adams motion to adopt the fine free policy beginning on March 1<sup>st</sup>, 2023 and waive all fines excluding replacement and damage fees. Frank supports.
    - 6 Yays / 0 Nays. Motion approved.
- 2022 Budget Amendments: Discussed.
  - o Increase building insurance by \$2,000 (to \$9,000/offset by refund found under “miscellaneous income”)
  - o Increase Office General supplies by \$200 (to \$2,000)
  - o Decrease Books by \$200 (to \$5,200)
  - o Increase Utilities by \$500 (to \$6,800)
  - o Decrease Employee Wages by \$500 (to \$53,800)
  - o Increase Custodial Wages by \$300 (to \$2,100)
  - o Decrease Employ Wages by \$300 (to \$53,500)
    - McKinnon motion to approve the budget amendments as presented. Post supports.
      - 6 Yays / 0 Nays. Motion approved.
  - o Adams motion to include a one-time stipend which would be \$1.00 per hour worked from January 1<sup>st</sup>, 2022 through December 16<sup>th</sup> and must exclude Kevin. McKinnon supports.
    - 6 Yays / 0 Nays. Motion approved.
- Tentative 2023 Meeting Dates: Discussed.
  - o Frank motion to approved the proposed meeting dates as 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/19, 10/10, 11,14 and 12/12. McKinnon supports.
    - 6 Yays / 0 Nays. Motion approved.

Public Comment: None

Adjournment – Osborn motion to adjourn. Adams supports.  
6 Yays / 0 Nays. Motion approved. Adjourn 7:38pm.

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Megan Frank  
Secretary

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Date of approval