

**HART AREA PUBLIC LIBRARY
BOARD MINUTES
December 13, 2021 called to order at 6:05pm**

ROLL CALL: Paula Moul, Penny Burillo, Todd Metzler, Director Kathleen Rash, Assistant Director Susie Gray, Nancy Sterk, Amanda Klotz. Absent: Juan Cortes. Guest Austin Garcia.

APPROVAL OF AGENDA: Addition under New Business, item number four, New Legal Rate. Motion to approve the agenda as amended by Metzler, support by Burillo. Motion carried.

PUBLIC COMMENT: Visit by Austin Garcia from West Shore Bank, to be addressed later in the meeting.

APPROVAL OF MINUTES: Motion to approve the minutes by Burillo, support by Metzler. Motion carried.

APPROVAL OF CLOSED SESSION MINUTES: Motion to approve the minutes of the closed session by Metzler, support by Klotz. Motion carried.

REPORTS

SECRETARY: Nothing other than minutes.

TREASURER: Nothing other than the Director's printed report.

Motion was made by Metzler, with support by Burillo, to approve invoices and payments for November 2021. Motion carried.

Motion was made by Metzler, with support by Klotz, to accept financial reports for November 2021. Motion carried.

DIRECTOR'S REPORT: General discussion regarding the report.

CITY: Nothing to report

TOWNSHIP: Nothing to report.

Unfinished Business

1. Trustee Development - Investment Options. Previous investment selection was no longer available following November meeting.
 - a. Options per Austin Garcia, West Shore Bank. Preserving capital, not a lot of risk. Municipal bonds, maybe not corporate, CD's, maybe Treasury. All backed by the federal government or a bank.
 - b. Investment CD versus Bank CD - prefer Investment CD because it has the added feature of a trade value without withdrawal penalty.

- c. Board consensus is that we avoid any complicated investments at this time and rather consider staying closer to home and a shorter length of time pending a future review of anticipated increase in interest rates. It is more important to the board to protect the principal and to the extent possible support local communities in Michigan.
 - d. Motion to authorize the addition of Automatic Clearing House (ACH) transfers with any of our previously authorized financial institutions by Metzler, support by Klotz. Roll Call vote: Metzler-yes, Klotz-yes, Burillo-yes, Moul-yes, Sterk-yes. Motion carried.
2. Reinvestment of Cetera
- 1. Motion to combine both West Shore CDs in the amount of approximately \$81,704.19, (Cetera #2NM5160), and also \$67,844.76, (CD #108258, due to expire December 19, 2021), once both are available to reinvest, and to invest them in an investment CD for the approximate length of time of one year, through West Shore Bank. Motion by Metzler, support by Burillo. Roll Call vote: Metzler-yes, Klotz-yes, Burillo-yes, Moul-yes, Sterk-yes. Motion carried.
3. Motion to add an additional authorized representative, Nancy Sterk Board President, to the West Shore account 2NM5160, by Burillo, support by Klotz.
4. Township Contracts
- i) Work meeting on February 22, 2022, immediately following the regular meeting.

New Business

- 1. Oath of Office conducted for new Board member - Amanda Klotz
 - 2. West Shore Bank CD Disc/Act
 - 3. FY22/23 Employee Pay Scale
- a. Motion to accept the Alternate Proposal Wage Rates as presented by Director Rash, to be effective January 1, 2022 for the three months remaining in the current fiscal year, rather than April 1 at the beginning of the next fiscal year, and to apply to all employees across the board. The January 1 start date is an exception for this year only in consideration of unusual circumstances due to COVID, covering operations during staff shortage, and attracting new staff. Motion by Burillo, support by Klotz. Roll Call vote: Metzler-yes, Klotz-yes, Burillo-yes, Moul-yes, Sterk-yes. Motion carried.
- b. The Board requests that Director Rash convey our appreciation to our current staff and their willingness to get done what needs to be done during these unusual times.
- 4 Motion to accept legal rate fee increase from \$225 to \$250 per hour by Foster Swift, which is the legal representative for the Library. Motion by Metzler, support by Burillo. Roll Call vote: Metzler-yes, Klotz-yes, Burillo-yes, Moul-yes, Sterk-yes. Motion carried.

NEXT MEETING: January 10, 2021 at 6:00pm.

Respectfully submitted by Paula Moul, Secretary