

**HART AREA PUBLIC LIBRARY
BOARD MINUTES
April 11, 2022**

Minutes taken by Paula Moul, Secretary

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

APPROVAL OF AGENDA: Motion to approve the agenda by Metzler, support by Klotz. Motion carried.

PUBLIC COMMENT: No public present.

APPROVAL OF MINUTES: Motion to approve the minutes 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 Burillo, with support by Cortes, to approve invoices and payments for March 2022. Motion carried.

Motion was made by Metzler, with support by Klotz, to accept financial reports for March 2022. Motion carried.

DIRECTOR'S REPORT:

CITY: Nothing to report.

TOWNSHIP: Nothing to report.

Unfinished Business

1. Trustee Development - Fraud Risk Management. The Board reviewed the policy in depth, in conjunction with signing the Standards of Ethics and Conduct annual form.
2. Township Contracts - discussion about finding a professional to help with a master plan to marketing and organize the information gathered. Director Rash gathered and distributed extensive information in chart and graph form.

New Business

1. Standard of Ethics and Conduct Approval/Signing
 - A. Motion by Cortes, support by Metzler, to approve the Standards of Ethics and Conduct without revision. Motion carried.
 - B. Each board member signed and submitted the Standards of Ethics and Conduct.

2. Election of Officers
 - A. Call for any non-officers who want to take on an officer role. None. All current officers are willing to serve again. Slate the same as in the past: Sterk-president, Burillo-vice president, Metzler-treasurer, Moul- secretary. Motion by Burillo, support by Cortes, to maintain the current slate of officers. Motion carried.
3. Investment Resolution FY 2022-2023-1
 - A. Motion by Burillo, support by Klotz, to approve the Depository and Investment Resolution 2022/2023-1.
 - B. Roll Call vote: Klotz-yes, Metzler-yes, Moul-yes, Cortes-yes, Burillo-yes, Sterk-yes. Motion carried.
4. Board Meeting Dates, Time, Place, FY 2022/2023
 - A. Motion by Klotz, support by Metzler, to approve meeting dates of the second Monday of the month at 6:00pm.
 - B. Motion carried.
5. Acceptance of CFOC Endowment Distribution
 - A. Motion to accept the endowment distribution and to amend the revenue side of the budget by the equivalent amount \$1512.00. Revenue account line 672.04.
 - B. Motion by Metzler, support by Burillo. Roll Call vote: Klotz-yes, Metzler- yes, Moul-yes, Cortes-yes, Burillo-yes, Sterk-yes. Motion carried.
6. Engagement Letter Foster Swift - MMLL Hour
 - A. Motion by Burillo, support by Cortes, to accept the Engagement Letter.
 - B. Roll Call vote: Klotz-yes, Metzler-yes, Moul-yes, Cortes-yes, Burillo-yes, Sterk-yes. Motion carried.
7. BHS Insurance Proposal
 - A. Annual Insurance - Motion by Metzler, support by Burillo, to accept the BHS Insurance Proposal for the annual \$6051. Roll Call vote: Klotz-yes, Metzler-yes, Moul-yes, Cortes-yes, Burillo-yes, Sterk-yes. Motion carried.
 - B. Cyber Liability - Motion to add Cyber Liability Insurance by Cortes, option 2 for \$1511, support by Klotz. Roll Call vote: Klotz-yes, Metzler-yes, Moul- yes, Cortes-yes, Burillo-yes, Sterk-yes. Motion carried.
8. Board Email Accounts - Motion by Metzler to discontinue board member HAPL email addresses because the Library is paying for a service that board members are not taking advantage of - support by Burillo. Discussion. Motion carried.

NEXT MEETING: May 9, 2022 at 6:00pm.

Approved at meeting on: May 9, 2022

Paula Neal, Secretary [Signature], President