

**HART AREA PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES
December 18, 2023**

Minutes taken by Paula Moul, Secretary

Called to order at 6:07pm.

ROLL CALL: Paula Moul, Todd Metzler, Penny Burillo, Nancy Sterk, Director Kathleen Rash, and Juan Cortes. Absent: Assistant Director Susie Gray, Jim Evans

APPROVAL OF AGENDA: Amendments: under New Business: 2. Family Financial Credit Union CD; 3. E-Rate Letter of Intent, and correct the date of the next meeting to read January 8, 2024. Closed session moved to end of section, renumbered from item 2 to 4. Motion to approve the agenda as amended by Burillo, support by Metzler. Motion carried.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Motion to approve the minutes of November 13, 2023, by Cortes, support by Burillo. Motion carried.

REPORTS

SECRETARY: Nothing other than minutes.

TREASURER: Nothing other than the Director's printed or emailed materials.

Motion was made by Metzler, with support by Cortes, to approve invoices and payments for November 2023. Motion carried.

Motion was made by Burillo, with support by Metzler, to accept financial reports for November 2023. Motion carried.

DIRECTOR'S REPORT: Nothing other than the report.

CITY: No one present from the City to report.

TOWNSHIP: Nothing to report.

Unfinished Business

1. Quit Claim Deed Legal Bill - the board supports the writing of a letter to the City clarifying our understanding of the wording of the initial resolution of the Hart City Council on June 8, 2004, "...the City shall convey the Project and the site to the Hart Area Library without consideration...", and also resolution 2023-21 by the Hart City Council on May 23, 2023, "...Authorizes the conveyance of the library property via quit claim deed without consideration...". Despite this understanding that the library has no legal obligation to pay related attorney fees involved in conveyance of the property via quit claim deed, the board consents to pay half of the outstanding legal bill of \$696,

based on a verbal offer from the City Manager to Library Director Rash, as a measure of good will in the interest of furthering our collaborative relationship. Motion by Metzler, support by Cortes. Roll Call vote: Sterk-yes, Moul-yes, Burillo-yes, Cortes-yes, Metzler-yes. Motion carried.

2. Bylaws Revision - Motion by Burillo to approve the change to the ByLaws as presented initially at the November 13, 2023 meeting. Support by Metzler. Motion carried.

New Business

1. Employee Pay Scales FY 2024/25 - motion by Burillo to accept the proposal of 3.2% COLA raise for 2024-25 staff wages. Support by Metzler. Roll Call vote: Sterk-yes, Moul-yes, Burillo-yes, Cortes-yes, Metzler-yes. Motion carried.
2. Family Financial Credit Union CD - 4.1% for one year. Motion by Cortes, support by Burillo, to keep the funds at Family Financial and roll them over for one year. Roll Call vote: Sterk-yes, Moul-yes, Burillo-yes, Cortes-yes, Metzler-yes. Motion carried.
3. E-Rate Letter of Intent - motion by Cortes to accept and authorize Director Rash to sign the letter of intent for Nick Heimler as the Library's IT Consultant through E-Rate. Support by Metzler. Roll Call vote: Sterk-yes, Moul-yes, Burillo-yes, Cortes-yes, Metzler-yes. Motion carried.
4. Closed Session - Director's Evaluation

MOTION BY Burillo TO GO INTO CLOSED SESSION at 7:11pm for evaluation of Library Director. Support by Cortes. Motion carried.

MOTION BY Burillo to leave the closed session at 7:33pm. Support by Cortes. Motion carried.

Return to regular session at 7:33 pm. Motion by Metzler to adjourn the meeting. Support by Burillo. Motion carried.

NEXT MEETING: Monday, January 8, 2024 at 6:00pm.

Meeting adjourned at 7:35pm

Approved at meeting on: 1/8/2024

Secretary

President