

Benton Harbor Public Library Board Meeting
February 21st, 2023

Minutes

PRESENT:

Mamie Yarbrough: Board President and member of the Finance Committee
Richard S. Hensel: Board Vice President and member of the Finance Committee
Marian Tripplett: Board Secretary
Board Members: Edward Isom, James Gunter

Richard & Toni Rabbers

CALL TO ORDER/ROLL CALL

The meeting was called to order at 4:09 Board President Mamie Yarbrough

Citizen Request to Address the Board

Richard Rabbers

Minutes of January Meeting

A **motion** was made by Ms. Tripplett and seconded by Mr. Gunter to accept the January Meeting Minutes.

MOTION CARRIES

Monthly Bills for January

A **motion** was made by Ms. Tripplett and seconded by Mr. Gunter to pay the January bills.

MOTION CARRIES

DIRECTOR'S REPORT:

A **motion** was made by Mr. Hensel and seconded by Mr. Gunter to begin using the Melio program for processing payments by the end of the fiscal year June 30th, 2023.

MOTION CARRIES

A **motion** was made by Mr. Gunter and seconded by Ms. Tripplett to take \$200 from line item 920-001 Internet taking its total from \$2500 to \$2300 and move it to line item 789-000 Materials – Audio taking its total from \$500 to \$700.

MOTION CARRIES

A **motion** was made by Mr. Gunter and seconded by Ms. Tripplett to take \$20.00 from line item 932-050 Snow Plowing taking its total from \$2000 to \$1980 and move it to line item 956-000 Late Fee and Interest Expense taking its total from \$521.81 to \$541.81.

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Ms. Tripplett to add \$3000 to line item 923-000 Heat taking its total from \$16,500 to \$19,500. This is an overall raise in the budget.

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Mr. Gunter to remove “bereavement leave” from page 31, line 2 of the Employee Handbook.

A **motion** was made by Mr. Hensel and seconded by Ms. Tripplett to take out “on completion” and insert “eligible PTO time as they accrue it with notice”, on page 31, number 3 of the Employee Handbook.

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Mr. Gunter to make the changes to page 31, line 4 of the Employee Handbook to say “We will make every effort to honor requests but staff should request planned PTO 30 days in advance”.

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Mr. Isom to change line 5 on page 31 of the Employee Handbook to “In case of illness or emergency Staff Member should call into their Supervisor 90 minutes before the start of their shift”.

MOTION CARRIES

A **motion** was made by Ms. Tripplett and seconded by Mr. Isom to accept the bid to change lights to LED lights.

MOTION CARRIES

A motion was made by Mr. Gunter and seconded by Ms. Tripplett to accept the \$5500 Michigan Association of United Way's Grant for Launchpad 022.

MOTION CARRIES

A motion was made by Mr. Hensel and seconded by Mr. Isom to put \$100,000 into a 9 month CD and \$100,000 into a 12 month CD at 1st Source Bank.

MOTION CARRIES

ADJOURN

Meeting was adjourned at 5:53 pm.

Respectfully submitted by Administrative Secretary Yvette Moore.