

Benton Harbor Public Library Board Meeting

August 15, 2023

Minutes-draft

PRESENT:

Mamie L. Yarbrough Board President, Treasurer and member of the Finance Committee

Richard S. Hensel: Board Vice President and member of the Finance Committee

Marian Tripplett: Board Secretary

Board Members: Toni Rabbers, Edward Isom, Deidre Fields

Michael Hoyh

ABSENCE/EXCUSED

James Gunter

CALL TO ORDER/ROLL CALL

The meeting was called to order at 4:20 pm Vice-President Richard Hensel

MINUTES OF THE JULY MEETING:

A **motion** was made by Mr. Hensel and seconded by Ms. Rabbers to accept the July Meeting Minutes.

MOTION CARRIES MONTHLY

BILLS FOR JULY:

A **motion** was made by Ms. Tripplett and seconded by Ms. Rabbers to pay the July bills.

MOTION CARRIES

DIRECTOR'S REPORT:

A **motion** was made by Mr. Hensel and seconded by Ms. Tripplett to declare the Library Clerk position open for 20 hours a week and that we use the job description we created for the position and to post the Library Circulation Supervisor Job and use the job description we created with the addition under qualifications to read "Hold a MLIS (or equivalent degree from a ALA accredited program) or currently enrolled in an ALA accredited Master's Degree Program in the field of Library Science or a similar discipline such as Education, Public Administration and Social work.

ROLL CALL

Ms. Rabbers – Yes
Ms. Tripplett – Yes
Mr. Hensel – Yes
Ms. Yarbrough – Yes
Ms. Fields - Yes

MOTION CARRIES

A motion was made by Mr. Hensel and seconded by Ms. Tripplett to adopt the Fall hours: Monday, Thursday, Friday 10 am – 6 pm, Tuesday & Wednesday 11 am – 7 pm, Saturday 10 am – 3 pm.

MOTION CARRIES

A motion was made by Ms. Rabbers and seconded by Mr. Hensel to make the following Financial Changes:

- a. Move \$3000 from line item 932-025 Building Maint. - Repairs taking its total from \$15,000 to \$12,000 and move it to line item -933-000 Building Maint. - Plumb, Elect taking its total from \$9000 to \$12,000.
- b. Move \$60.00 from line item 728-000 Equipment under \$1000 taking its total from \$4500 to \$4440 and move it to line item 956-003 Late Fee and Interest Expense.
- c. Move \$200.01 from line item 722-000 Retirement Contribution taking its total from 8,274.96 to 8074.95 and move it to line item 956-005 Uncategorized Expense taking its total from 000.00 to 200.01.
- d. Move \$37.01 from line item 958-001 General Memberships taking its total from \$750.00 to \$712.99 and move it to line item 958-002 OCLC taking its total from \$950.04 to \$987.05.

MOTION CARRIES

A motion was made by Ms. Rabbers and seconded by Mr. Isom to accept Director Kat Boyer's resignation.

ROLL CALL

Mr. Isom – Yes
Ms. Rabbers – Yes
Ms. Tripplett – Yes
Mr. Hensel – Yes
Ms. Yarbrough – Yes
Ms. Fields – Yes

MOTION CARRIES

A motion was made by Mr. Hensel and seconded by Ms. Tripplett to move to authorize Yvette Moore and Jill Rauh to administer the payroll and to approve the time cards to which they will then turn the time cards in to Jill Wood to run payroll and that they will also be authorize to do retirement payments.

ROLL CALL

Mr. Isom – Yes
Ms. Rabbers – Yes
Ms. Tripplett – Yes
Mr. Hensel – Yes
Ms. Yarbrough – Yes
Ms. Fields - Yes

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Ms. Tripplett to move to authorize Yvette Moore and Jill Rauh to open the mail from the Library and to recommend the payment of bills and to which they will then turn in to Jill Wood for her review and account numbers.

ROLL CALL

Ms. Fields – Yes
Ms. Yarbrough – Yes
Mr. Hensel – Yes
Ms. Tripplett – Yes
Ms. Rabbers – Yes
Mr. Isom - Yes

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Mr. Isom to move to authorize Matthew Rappette to Library Clerk level II position in the Children and Teen Department at 37.5 hours.

ROLL CALL

Mr. Isom – Yes
Ms. Rabbers – Yes
Ms. Tripplett – Yes
Mr. Hensel – Yes
Ms. Yarbrough – Yes
Ms. Fields – Yes

MOTION CARRIES

A **motion** was made by Ms. Rabbers and seconded by Mr. Hensel to accept the pay range of between \$17 and \$25 an hour recommendation from Director Kat Boyer.

ROLL CALL

Mr. Isom – Yes
Ms. Rabbers – Yes
Ms. Tripplett – Yes
Mr. Hensel – Yes
Ms. Yarbrough – Yes
Ms. Fields – Yes

MOTION CARRIES

ADJOURN

Meeting was adjourned at 6:50 pm.

Respectfully submitted by Administrative Secretary Yvette Moore.