

Benton Harbor Public Library Board Meeting
April 19, 2022

Minutes

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
Board Members: Ethel Clark-Griffin, Edward Isom, Marian Tripplett, Dyann Chenault

ABSENT:

Larry Nielsen

CALL TO ORDER/ROLL CALL

The meeting was called to order at 4:01 pm by President Mamie Yarbrough

Minutes of March Meeting

A motion was made by Ms. Chenault and seconded by Mr. Hensel to accept the March Meeting Minutes.

MOTION CARRIES

Monthly Bills for March

A motion was made by Ms. Chenault and seconded by Mr. Isom to pay the March bills.

MOTION CARRIES

DIRECTOR'S REPORT:

A motion was made by Ms. Chenault and seconded by Mr. Hensel to limit Hoopla usage to only the City of Benton Harbor, Benton Charter Township, and pay card holders

MOTION CARRIES

A motion was made by Mr. Hensel and seconded by Ms. Chenault to accept summer hours, Monday through Friday 10am till 6 pm, Tuesday and Wednesday 10 am till 7 pm starting June 1st through August 31st.

MOTION CARRIES

A motion was made by Ms. Clark-Griffin and seconded by Ms. Chenault to accept the following change to the Employee Handbook to cover procedures for the Time Clock. This language has been approved by an employment attorney.

- A. Employees must punch in at the start of their shift and punch out when their shift ends. Employees are expected to be punched in and ready to work by the scheduled start time of their shift, but may not punch in more than 7 minutes before their shift starts or 7 minutes after their shift ends without authorized permission. It is the employee's responsibility to accurately report all time worked and failure to do so may result in

disciplinary action. Missed or inaccurate punches need to be promptly reported and changes approved by their supervisor or Director. All partial hours logged will be rounded to the nearest quarter hour.

MOTION CARRIES

A **motion** was made by Ms. Chenault and seconded by Mr. Hensel to approve Ms. Boyer to apply to the American Library Association for one of their \$20,000 Covid Relief fund grants.

MOTION CARRIES

A **motion** was made by Mr. Isom and seconded by Ms. Clark-Griffin to approve Ms. Boyer to apply for the Berrien Community Foundation Grant. This grant is for up to \$50,000 for programs in St. Joseph and Benton Harbor that improve the lives of Children and Youth.

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Mr. Isom to reopen the Auditorium meeting room for in-person programming use under previous rules and open for Rentals June 1st, 2022.

MOTION CARRIES

A **motion** was made by Ms. Chenault and seconded by Ms. Clark-Griffin to authorize an online payment to the IRS.

MOTION CARRIES

A **motion** was made by Ms. Chenault and seconded by Mr. Hensel to agree to pay the Benton Harbor Public Library's part between \$85 -\$143 to Fahey Schultz Burzych Rhodes.

MOTION CARRIES

A **motion** was made by Mr. Hensel and seconded by Ms. Tripplett to allow the Senior PGA use of the auditorium for an after-hours rental for the days leading up to, and including, the concert in the park in conjunction with the Senior PGA tournament.

MOTION CARRIES

A **motion** was made by Ms. Chenault and seconded by Ms. Clark-Griffin to apply for the Benton Harbor Sunrise Rotary Grant.

MOTION CARRIES

A **motion** was made by Mr. Isom and seconded by Ms. Clark-Griffin to make the following financial changes:

- a. Heat - Move Take \$700 from 931-050 Pest Control taking its total from \$2500 to \$1800 and move it to 923-000 Heat taking its total from \$14,000 to \$14,700.

- b. Snow Plowing- Take \$94 from 958-022 OCLC taking its total from \$1000 to \$906 and take \$300 from 826-000 Prof. Services Legal taking its total from \$3000 to \$2700 and move them to 932-050 Snow Plowing taking its total from \$1500 to \$1894.
- c. Retirement Contribution - Take \$900 from line item 789-000 Auditor taking its total from \$6000 to \$5100 and move it to 722-000 Retirement Contribution taking its total from \$7020 to \$7920.
- d. Secure Alarm - Take \$400 from 727-000 Office Supplies taking its total to \$7000 to \$6400 and move it to 943-000 Security Alarm Rent Expense taking its total from \$1150 to \$1550.
- e. Other expenses - Increase line item 956-005 688-G General Restricted Expenses by \$3000 taking its total from \$12,500 to \$15,500. This increase is offset by the increase in General Restrict. Contributions (line item 674-005) which is currently at \$19,488.44

MOTION CARRIES

ADJOURN

Meeting was adjourned at 6:32pm.

Respectfully submitted by Administrative Secretary Yvette Moore.