**HPL Meeting Minutes for May 31st, 2023**

Board Members Present: Jessica Buhrman- Director, Zac Bates- Chair, Gil Bunning- Treasurer, Nancy Burns-Secretary, Cheyenne Brown -Vice Chair, John Hoschouer - via zoom

**Call to order:**  6:25pm by Zac Bates

**Agenda**: No formal agenda

**Approval of Minutes:** Cheyanne Brown moved to approve minutes with discussed revision and corrections, John Hoschouer 2nd. Carried and approved.

**Director’s Report** Shared by Jessica Buhrman. Note: Jessica shared news of staff educational completions. Cass earned High School Diploma, and Jessica earned Associates of Arts Degree.

**Treasure’s Report**: Reports were shared by Jessica Buhrman, they are given to Gil.

**Correspondence:** A patron called and said they had spoken to city administrator, trying to encourage the city to see about the hospital building for library use. Said the administrator told them he would speak to us. That never occurred. The hospital is being torn down due to multiple issues and even if provided free to library for use, we could not afford to fix or utilize it.

**Old Business**: We still have multiple board positions open. It was mentioned to Cathy Gordon as she was in library shortly before meeting. She declined interest.

Update on Penny Wars that was hosted by TAB group. There were no participants. TAB started with a list of 16 interested students. The meetings ran through the school year during SEL times about every two weeks. Regular attendance for the meetings was 1-4 students. Brian Long was selected as the President and was at the majority of the meetings.

**New Business**: No Hunger Summer started May 30th and will run to the week before school begins. There was an issue with starting NHS, due to issues with the school’s application and we were almost shut down before we started. The state is locking down and checking that requirements are followed. Kids eat free. Over 18 $2, Second Harvest is not reimbursed for adult meals, the $2 does not even cover the cost of the meals, they are estimated at around $9-12 each for cost.

Summer Reading Program is still prepping, and with short staff unable to start at this time. Jessica will start the program as soon as she can.

Budget details were discussed. What we spent along with expected costs this year to evaluate next years needs. Currently on the budget is less than what we will need. It would require a jump in our city funding to meet our financial needs with accreditation and state requirements. This includes needing an Employee Benefit Fund, as the state states that if a city has one that their library needs one as well. This will help with multiple employer contributions. We also need an increase in our mill levy to aid in reaching the percentage of funds from the city that we need. Discussion to adjust the budget request as needed. We need three resolutions that address the budget issues. Nancy moved that the resolution to submit budget resolution once finalized with request to increase Mill Levy be drafted as required and discussed and presented to the city. John 2nd the motion. Gil abstained from voting. The rest of the board voted with aye’s. Motion carried with majority. John motioned that a resolution to request Employee Benefit Fund be drafted as discussed and presented to the city. Cheyenne 2nd. Motion carried unanimously. John motioned that the budget request be approved with the proposed changes to fit the needs of the library. Gil 2nd. Motion carried unanimously.

**Executive Session** **Yes \_X or NO\_\_**

Zac moved to enter into executive session to discuss Director’s yearly evaluation at 8:00pm. Cheyenne moved to end executive session at 8:30. Director’s evaluation was done by board. The board gave the Director a self-evaluation to bring to next meeting. Evaluation and raise will be discussed at next meeting.

**Adjournment:** Zac adjourned the meeting at 8:45pm.

Next meeting will be June 21st 2023

Nancy Burns, Sec. / Jessica Buhrman - Director