President Nancy Stoner called the meeting to order at 6:05 p.m. followed by the Pledge of Allegiance.

Present: Trustees Sandra Asmus, Mary A. Hoebeke, Alison Yeo, Joe Gross, Patricia O’Connor (Vice President) (Virtually representing Howard Township), Nancy Stoner (President), Director Barbara Gordon, Recorder Stephanie Knepple.

Absent: Trustee Kay McAdam and Treasurer Andrew Churchill

Agenda: Joe Gross moved to approve the agenda, supported by Alison Yeo.

Roll call vote:
- Sandra Asmus: Yes
- Mary A. Hoebeke: Yes
- Kay McAdam: Absent
- Patricia O’Connor: Yes
- Nancy Stoner: Yes
- Alison Yeo: Yes
- Joe Gross: Yes
- Andrew Churchill: Absent

Motion carried.

Minutes: Mary A. Hoebeke moved to approve the November 2021 Minutes, supported by Patricia O’Connor.

Roll call vote:
- Sandra Asmus: Yes
- Mary A. Hoebeke: Yes
- Kay McAdam: Absent
- Patricia O’Connor: Yes
- Nancy Stoner: Yes
- Alison Yeo: Yes
- Joe Gross: Yes
- Andrew Churchill: Absent

Motion carried.

Budget Hearing Minutes: Patricia O’Connor moved to approve the 2022 Budget Hearing Minutes, supported by Joe Gross.

Roll call vote:
- Sandra Asmus: Yes
- Mary A. Hoebeke: Yes
- Kay McAdam: Absent
- Patricia O’Connor: Yes
- Nancy Stoner: Yes
- Alison Yeo: Yes
- Joe Gross: Yes
- Andrew Churchill: Absent

Motion carried.

Treasurer’s Report: Barbara Gordon submitted the report. Total Assets $2,201,645.94. Total Income $1,417,057.72. Expenses included Total Administration Expenses $16,398.20, Total Books/Periodicals/Videos/Audio $128,726.33, Total Contracts/Professional Fees $55,149.12, Total Equipment $189,170.38, Total Miscellaneous Expenses $88,255.20, Total Payroll Expenses $647,644.15, Total Programs and Promotions $24,901.81, Total Repairs & Maintenance $63,451.67, Total Telephone/Utilities $64,640.03, Total Expenses $1,278,436.89, Total Other Expenses $489.38, Net Income $138,131.45. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: Barbara shared that the library has received Christmas cards from vendors.
Director’s Report:
December 2021

-The snow melt system at Local History needs repair. Two sensors are malfunctioning and electrical work will be required. An approximate estimate for this work, including the rental of a lift, will cost $5,700. I will have an official estimate from Shaum Electric soon and will keep the Board apprised of the project.

-At January’s meeting when officers are elected, I will add committee member election to the agenda as well.

-I have removed the posting for the full-time Youth Services position at Edwardsburg due to no viable applicants. We are still soliciting applications for a part-time circulation assistant who would work primarily at Edwardsburg for now. I will continue to conduct interviews in hopes of filling that position as soon as possible.

-I engaged an attorney, Sean Towner, a partner at May, Oberfell, and Lorber to take a look at the purchase of the Main Branch. A legal opinion will be forthcoming shortly.

-The last, large program of the year is an Afternoon with Santa at the Main Branch on December 20th at 1pm. At January’s meeting I will provide end of year statistics for circulation and program attendance.

Unfinished Business:
• Pandemic procedures
  After discussion it was decided to continue the mask requirement for another month due to high numbers in Cass County.

New Business
• Resignation Howard Township Trustee, Patricia O’Connor
  Alison Yeo moved to accept the resignation of Patricia O’Connor at the end of the month, supported by Sandra Asmus.
  Roll call vote:
  Sandra Asmus      Yes  Mary A. Hoebeke    Yes
  Kay McAdam        Absent Patricia O’Connor Yes
  Nancy Stoner      Yes  Alison Yeo       Yes
  Joe Gross         Yes  Andrew Churchill Absent
  Motion carried.

• 2021 Budget amendments
  Sandra Asmus moved to approve the 2021 Budget amendments, supported by Patricia O’Connor.
  Roll call vote:
  Sandra Asmus      Yes  Mary A. Hoebeke    Yes
  Kay McAdam        Absent Patricia O’Connor Yes
  Nancy Stoner      Yes  Alison Yeo       Yes
  Joe Gross         Yes  Andrew Churchill Absent
  Motion carried.
• Bid: Decker Agency Insurance
  Discussion was tabled to review more bids.
• Foster Swift rate increase
  Mary A. Hoebeke moved to approve Foster Swift rate increase, supported by Joe Gross.
  Roll call vote:
  Sandra Asmus     Yes                                    Mary A. Hoebeke     Yes
  Kay McAdam       Absent                             Patricia O'Connor     Yes
  Nancy Stoner     Yes                                    Alison Yeo                  Yes
  Joe Gross           Yes                                    Andrew Churchill      Absent
  Motion carried.
• Consideration of staff pay for COVID quarantine.
  Decision was made to allow staff to use sick time.
• Purchase of Main Branch

Adjournment
7:10 p.m.
Nancy Stoner, moved.
Patricia O’Connor, supported.
Motion carried.

Respectfully submitted,
Stephanie Knepple