

**MINUTES OF THE OCTOBER 2020
HPLD BOARD MEETING
Presented November 10, 2020**

The Heyworth Public Library Board of Trustees met October 13, 2020, via online video conferencing service Zoom, with Director Lori Urban and board members Dennis Lawyer (president), Kathy Clesson (vice president), Kira Stevens (secretary), Michael Lamb (treasurer), Amy Roehrig, Tami Koch and Lisa Shaffer present. All votes were conducted by voice roll call.

Absent: None

CORRESPONDENCE | PUBLIC COMMENTS

None

SECRETARY'S REPORT

K.Stevens provided a report of the minutes of the September 2020 meeting, which were approved and filed for audit.

TREASURER'S REPORT

M.Lamb provided the treasurer's report. One out-of-ordinary expense was reported to be an attorney's consultation fee regarding the tax levy. K.Clesson moved to accept payables, account balances and transactions for the preceding month as presented; D.Lawyer seconded, and the motion passed unanimously. K.Stevens moved to approve all fund transfers for the preceding month as presented; A.Roehrig seconded, and the motion passed unanimously.

M.Lamb also reported the library received its 6th and 7th tax disbursements from the county.

PRESIDENT'S REPORT

None

TRUSTEE REPORTS

None

COMMITTEE REPORTS

None

LIBRARIAN'S REPORT

L.Urban made her report. See attached for monthly circulation summaries.

OLD BUSINESS | ACTION ITEMS

The board discussed the need for a COVID-19 policy and decided a rigid policy wouldn't serve the library's needs due to the fluidity of the situation. The library is following all state, county, ALA and RAILS guidelines.

The board discussed adjusting proposed levies in the special categories this year in order to keep enough, but not excess, funds in the special line items (social security, audit etc.) as needed. L.Urban reported the library's attorney recommended the board not hold a levy hearing, as it's not required by law when the proposed levy does not exceed 105% of the preceding fiscal year. D. Lawyer moved to follow the attorney's recommendation and not hold a levy hearing. K.Stevens seconded, and the motion passed unanimously.

Aye

- D. Lawyer
- K. Clesson
- K. Stevens
- M. Lamb
- A. Roehrig
- L. Shaffer
- T. Koch

Nay

- None

Abstain

- None

NEW BUSINESS | ACTION ITEMS

The board will review proposed 2021 meeting dates for conflicts.

MEETING ADJOURNED 7:54 pm

The next meeting will be held November 10, 2020.



Kira Stevens
Board Secretary
Heyworth Public Library District

- MINUTES approved on this date: 11/10/20
- MINUTES approved with amendments stapled to this copy on this date: _____

Treasurer's Report
October 13, 2020

FY 20/21

Account Balances – September:

	Beginning	Ending
General – Checking	\$ 11,744.14	\$ 10,489.21
General – Money Market	113,412.90	152,395.81
Gift – CD	50,938.83	51,007.43
Gift – Money Market	17,257.45	17,404.28
Passbook	10,307.57	10,370.38
Petty Cash	112.03	79.39
Insurance Fund	39,074.35	45,175.13
Special Reserve Fund	94,582.67	94,681.66
Due to Insurance Fund	2,137.26	3,625.43
Total	\$339,567.20	\$385,228.72

Petty Cash Deposit Income: \$ 91.39 \$ 35.03

Notable or Out-of-Ordinary Expenses Per Fund:

General Fund

9/15/20 Check 8671 Kavanagh, P.C. \$400.00

Email and phone conversation with Phil Lenzini about Levy

Motion to accept last month's Payables, Account Balances, and Transactions:

First *K. Clesson*
Second *D. Sawyer*

Transfers:

General Fund – Checking

9/11/20 Mid-month transfer \$5,000.00
(General \$4,469.02; Social Security \$530.98)

9/24/20 End-of-month transfer \$7,500.00
(General \$7,453.20; Social Security \$46.80)

Insurance Fund

9/02/20 5th Property Tax Distribution from General Fund \$2,137.26
9/23/20 6th Property Tax Distribution from General Fund \$4,098.97

Motion to accept Transfers:

First *K. Stevens*
Second *A. Roehrig*

Other highlights:

6th and 7th Property Tax Distributions received

Financials show Medicare Money Market account with a \$0 balance. The money was moved to the Social Security Money Market account. (This is an internal accounting transfer only.) Based on Phil Lenzini's legal advice, these items will be considered one levy going forward.

Submitted by Michael Lamb
Board of Trustees, Treasurer