

**MINUTES OF THE JULY 2021  
HPLD BOARD MEETING  
Presented August 10, 2021**

The Heyworth Public Library Board of Trustees met July 13, 2021, at the library. Attending the meeting were Director Lori Urban and board members Dennis Lawyer (president), Kira Stevens (secretary), Michael Lamb (treasurer), Tami Koch, Kathy Clesson, Amy Roehrig and Lisa Shaffer.

**CORRESPONDENCE | PUBLIC COMMENTS**

There were no public comments. A letter was received from V.Crow resigning her position as evening story time leader effective after the last summer story time in July. The library also received a letter from the Village of Heyworth regarding removing some lots from TIF District 3.

**SECRETARY'S REPORT**

K.Stevens provided a report of the minutes of the June 2021 meeting, which were approved and filed for audit.

**TREASURER'S REPORT**

M.Lamb provided the treasurer's report for July 2021. There were no out of ordinary expenses from the general fund; one out of ordinary expense from the gift fund was reported as the purchase of summer reading prize books using a donation from the First State Bank. A. Roehrig moved to accept payables, account balances and transactions as presented; K.Clesson seconded, and the motion passed unanimously. L.Shaffer moved to approve all fund transfers as presented; T.Koch seconded, and the motion passed unanimously.

The treasurer also reported the second, third and fourth property tax disbursements for FY21-22 were received. Because the fourth disbursement was received earlier than normal (end of the fiscal year instead of the beginning of the next fiscal year) it will be moved directly to the Special Reserve Fund.

Furthermore, the treasurer reported the need to move money from the insurance fund to the general fund to cover the safety portion of the salaries for the library director and janitorial staff. K.Stevens moved to move the funds as presented; D.Lawyer seconded, and the motion passed unanimously.

Finally, D.Lawyer moved to move unexpended general funds from FY20-21 to the special reserve fund, as we do every year. A.Roehrig seconded, and the motion passed unanimously,

**PRESIDENT'S REPORT**

D. Lawyer appointed T.Koch and K.Clesson to the annual secretary's audit committee, and appointed L.Urban and K.Stevens as FOIA officers and K.Stevens as OMA officer.

**TRUSTEE REPORTS**

L.Shaffer reported the free little library was dry during all of the rain over the past month.

**COMMITTEE REPORTS**

There were no committee reports.

**LIBRARIAN'S REPORT**

L.Urban made her report. See attached for monthly circulation summaries and the report. She also summarized chapters 9 (reference) and 10 (programming) of the Serving Our Public 4.0 requirement for the state per capita grant.

**OLD BUSINESS | ACTION ITEMS**

D.Lawyer moved to adopt a tentative budget as presented and to publish it for public review and comment. L.Shaffer seconded, and the motion passed unanimously.

A.Roehrig moved to approve the trustee bylaws as presented. T.Koch seconded, and the motion passed unanimously.

K.Clesson moved to approve ethics ordinance 15-10 as presented. L.Shaffer seconded, and the motion passed unanimously.

M.Lamb moved to approve special reserve ordinance 11-1. D.Lawyer seconded, and the motion passed unanimously.

D.Lawyer moved to approve special reserve plan ordinance 13-2 as presented. A.Roehrig seconded, and the motion passed unanimously.

**NEW BUSINESS | ACTION ITEMS**

For the next meeting, the board will review the library's updated disaster plan and verify their information.

**MEETING ADJOURNED 7:50 pm**

The next meeting will be held August 10, 2021.

Kira Stevens  
Board Secretary  
Heyworth Public Library District

- MINUTES approved on this date: \_\_\_\_\_
- MINUTES approved with amendments stapled to this copy on this date: 8/10/21