

**MINUTES-DRAFT**  
**BENTON HARBOR PUBLIC LIBRARY BOARD OF DIRECTOR'S MEETING**

**February 18, 2020**

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 4:05 pm by Board President Ms. Yarbrough.

**PRESENT:**

Mamie Yarbrough:	President/Treasurer and member of the Finance Committee
Richard S. Hensel:	Vice-President and member of the Finance Committee
Noreen Szymanski:	Board Secretary and member of the Finance Committee
Board Members:	Dyann Chenault, Ethel Clark-Griffin, Edward Isom, Marian Tripplett
Director:	Kat Boyer
Adm. Secretary:	Yvette Moore
Guests:	Desie Hardin, Miquel Clark, Michael Hoyh

**Minutes of the January Meeting:**

**A motion** was made by Mr. Hensel seconded by Mr. Isom to accept the minutes of the January meeting.

**MOTION PASSED**

**Monthly Bills for January:**

**A motion** was made by Mr. Isom and seconded by Ms. Chenault to pay January bills.

**MOTION PASSED**

**Director's Report**

**A motion** was made by Ms. Chenault and seconded by Mr. Hensel to make the following financial changes:

- a. Depreciation - Raise line item 984-000 Depreciation by \$7,140 taking its total from \$53,000 to \$60,140.
- b. Increase line item 722-000 Retirement Contribution by \$1831.7 taking its total from \$5099.84 to \$6391.51.
- c. Increase line item 932-025 Building Repairs Other by \$3000 taking its total from \$9000 to \$12,000.

**MOTION PASSED**

**A motion** was made by Ms. Chenault and seconded by Mr. Hensel to accept the changes highlighted in the employee handbook under 4:10 Paid Time off Policy #3.

**Roll Call**

Ms. Tripplett – No  
Ms. Szymanski – Yes  
Ms. Yarbrough – Yes  
Mr. Hensel – No  
Ms. Chenault – Yes  
Ms. Clark-Griffin – No  
Mr. Isom – Yes

**MOTION PASSED**

**A motion** was made by Ms. Szymanski and seconded by Ms. Chenault to accept the Benton Charter Township Donation.

**Roll Call**

Ms. Tripplett – Yes  
Ms. Szymanski – Yes  
Ms. Yarbrough – Yes  
Mr. Hensel – Yes  
Ms. Chenault – Yes  
Ms. Clark Griffin – Yes  
Mr. Isom - Yes

**MOTION PASSED**

**A motion** was made by Mr. Hensel and seconded by Mr. Isom to pay for mileage for the Trustees to go to the free Trustee Training session on March 21, 2020.

**MOTION PASSED**

**A motion** was made by Mr. Hensel and seconded by Mr. Isom to pay the \$25 and mileage for Trustees to go to the Trustee Training session on March 27, 2020.

**MOTION PASSED**

**ADJOURNMENT:**

Meeting was adjourned at 5:21 pm.

Respectfully submitted by Administrative Secretary Yvette Moore