



**Muncie Public Library  
Board of Trustees  
Minutes of January 15, 2016**

**Call to Order**

President Joanne Baierwalter called the meeting to order at 10:00 am.

**Roll Call**

Present: Joanne Baierwalter, Marilyn Carey, David Walker, Daniel Stallings, Ginny Nilles and Beth Kroehler

Nancy Turner, emeritus

**Audience  
Comments**

Floor opened for comments. No action required.

**Minutes  
Approved**

Daniel Stallings moved and David Walker seconded to approve the minutes of the December 18 meeting.

- All voted in favor of accepting the minutes of the December meeting.

**Director's  
Report**

Director Nilles:

- Updated the Library Board on the appointment of 2 new Board members.
- Reviewed the proposed Moonlighting Policy.

**Elect  
Treasurer**

Marilyn Carey moved and David Walker seconded to elect Beth Kroehler as Treasurer of the Muncie Public Library.

- All voted in favor of the motion.

**Treasurer's  
Report**

Beth Kroehler reported the bank statement is balanced.

Claims:

- Claims were presented in the amount of \$486,839.15.

**Claims  
Approved**

Marilyn Carey moved to approve the claims in the amount of \$486,839.15 and Daniel Stallings seconded.

- All voted in favor of approving the claims.

Director Nilles reviewed the information on the Fund report.

**2016  
Resolutions**

Director Nilles reviewed the various resolutions.

Daniel Stallings moved and Marilyn Carey seconded to approve the following resolutions:

Resolution to Allow, Accept, and Disburse Electronic Transfer of Funds To and From The Library's Bank Account

Resolution to Establish Cash Change Funds

Resolution to Establish Petty Cash Funds

Resolution for Nonresident Fee

Resolution Authorizing the Issuance of Free Library Cards

Resolution for Annual Fundraising Campaign

Resolution to Pay Bills with Prior Approval

Resolution to Sign and Approve Grants

Resolution for Temporary Transfer of Funds

Resolution for Payment of Surety Bond for Treasurer

Resolution to Authorize Payment of Membership Dues

Resolution to Allow Director to Approve Expenditures

Resolution to Transfer Funds

- All voted in favor of the motion.



**Finance &  
Operations  
Policies**

David Walker moved and Marilyn Carey seconded to approve the Finance Policy and the Operations Policies.

- All voted in favor of the motion.

Daniel Stallings reported on the Board of Finance.

David Walker moved and Marilyn Carey seconded to accept the Board of Finance Banking & Investment Report.

- All voted in favor of the motion.

**Moonlighting  
Policy**

Director Nilles reviewed the proposed Moonlighting Policy.

Marilyn Carey moved and David Walker seconded to approve the proposed Moonlighting Policy.

- All voted in favor of the motion.

**Employee  
Handbook**

David Walker moved and Daniel Stallings seconded to approve the Employee Handbook as written with the addition of the Moonlighting Policy.

- All voted in favor of the motion.

**Other  
Business**

Director Nilles distributed an overview of the Library personnel at a glance.

Meeting adjourned.