



**Muncie Public Library  
Board of Trustees  
Minutes of January 16, 2015**

**Call to Order**

President Joanne Baierwalter called the meeting to order at 10:13 am.

**Roll Call**

Present: Phyllis Zimmerman, Joanne Baierwalter, Roger Gilcrest, Marilyn Carey, Billie Sheppard, Barbara Bryant, Ginny Nilles and Beth Kroehler

**Audience  
Comments**

Floor opened for comments. No one was present.

**Minutes  
Motion**

Marilyn Carey moved and Roger Gilcrest seconded to approve the minutes of the December meeting.

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

**Director's  
Report**

Director Nilles:

- Noted she has been meeting with every employee.
- The Library has started to circulate hotspots.
- Has started the process of replacing several of our old servers.
- Reviewed the Board meeting locations for 2015.

It was decided that the election of Treasurer will be conducted in June with the election of Board officers.

**Treasurer's  
Report**

Beth Kroehler reported:

**Motion**

Claims:

- Claims were presented in the amount of \$396,561.98.

Billie Sheppard moved to approve the claims in the amount of \$396,561.98 and Phyllis Zimmerman seconded.

- All voted in favor of approving the claims.

**House and  
Finance**

Roger Gilcrest suggested the surety bond for the Treasurer be changed from \$100,000 to \$500,000 if the increase for insurance is reasonable.

**Motion**

Roger Gilcrest moved and Marilyn Carey seconded to approve:

Resolution for Temporary Transfer of Funds

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

Motion to approve a surety bond for the Treasurer in the amount of \$500,000 if it makes sense financially.

Motion to approve a surety bond for the Payroll & Accounts Payable Specialist in the amount of \$5,000.

Motion to approve the Library to pay for Director's professional memberships.

Motion to approve Finance Policy.

Motion to approve Operations Policy.

Motion to approve Employee Handbook.

- All voted in favor of the motions and resolutions.



**Personnel  
Committee**

**Other  
Business**

Roger Gilcrest reported on the Board of Finance meeting.

- Roger Gilcrest, President
- Barbara Bryant, Secretary

Roger then reviewed the Board of Finance Banking & Investment Report provided by the Treasurer.

There was nothing to report.

There was nothing to report.

Meeting adjourned.