



Call to Order

President Billie Sheppard called the meeting to order at 9:00 am.

Roll Call

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

Audience Comments

Floor opened for comments. No action required.
Acknowledged Libby Alexander, she is the consultant who will be guiding us in our strategic planning.

Minutes

Marilyn Carey requested that the December minutes be amended to reflect that she was not in attendance.

Nancy Turner moved and Phyllis Zimmerman seconded to approve the minutes of the December meeting as amended.

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

Director's Report

Director Nilles reported:

- Reviewed some of the 2010 highlights.
- The Library will be offering Summer Advantage again this summer.
- January has been a very busy month for the Administrative Office.
- Lynne King has announced her retirement at the end of April.
- Will be looking at staff classification levels this year.
- The Nook will be the Library's e-reader of choice.

Had a Kindle available for anyone to borrow to try an e-reader. Roger Gilcrest agreed to try the newer kindle.

Treasurer's Report

Marilyn Carey reported on positive comments concerning the Library's computer classes.

Beth Kroehler reported:

Claims:

- All accounts have been reconciled and are in balance.
- Claims were presented in the amount of \$562,303.96.

Motion

Nancy Turner moved to approve the claims in the amount of \$562,303.96 and Marilyn Carey seconded.

- All voted in favor of approving the claims.

House and Finance Motion

Roger Gilcrest noted that it was suggested in Committee to be consistent in referring to the Library Board. In the future the Board will be referred to as, 'Muncie Public Library Board of Trustees'.

Motion

On behalf of the House and Finance Committee, Roger Gilcrest moved to approve the Resolution for Annual Fundraising Campaign. Marilyn Carey seconded.

- All voted in favor of the motion.

Motion

On behalf of the House and Finance Committee, Roger Gilcrest moved to approve the Resolution to Allow, Accept, and Disburse Electronic Transfer of Funds to and From the Library's Bank Account. Barbara Bryant seconded.

- All voted in favor of the motion.



Motion

On behalf of the House and Finance Committee, Roger Gilcrest moved to approve the Resolution to Pay Bills With Prior Approval. Nancy Turner seconded.

- All voted in favor of the motion.

Motion

On behalf of the House and Finance Committee, Roger Gilcrest moved to approve the Resolution to Establish Petty Cash Funds. Barbara Bryant seconded.

- All voted in favor of the motion.

Motion

On behalf of the House and Finance Committee, Roger Gilcrest moved to approve the Resolution to Establish Cash Change Funds. Marilyn Carey seconded.

- All voted in favor of the motion.

Roger Gilcrest noted that the House & Finance Committee requested the following change in wording to the Credit Card Policy.

Old: A Purchase Request will be obtained prior to using the credit card. It is the responsibility of the Treasurer or Administrative Assistant to ensure the PO process has been completed prior to issuing a credit card.

New: A Purchase Request will be obtained prior to using the credit card. It is the responsibility of the Treasurer or Administrative Assistant to ensure the process has been completed prior to issuing a credit card.

Motion

On behalf of the House and Finance Committee, Roger Gilcrest moved to approve the Credit Card Policy as amended. Barbara Bryant seconded.

- All voted in favor of the motion.

The House & Finance Committee requested several changes to the Finance Policy:

Page 1 – capitalize State Board of Finance

Page 2 – change United States to United States

Page 2 – Under Electronic Transfer of Library Funds capitalize the first letter of each entry and place a period at the end.

Page 2 – Change the wording of the first item:

Old: to allow the depository banks used by the Library to accept electronic transfer of funds from the State Auditor's Office and all others the Library does business with

New: To allow the depository banks used by the Library to accept electronic transfer of funds from the State Auditor's Office and all others with whom the Library does business.

Motion

On behalf of the House and Finance Committee, Roger Gilcrest moved to approve the Finance Policy as amended. Marilyn Carey seconded.

- All voted in favor of the motion.



Personnel

No report.

**New
Business**

Director Nilles noted that the Muncie Public Library Board of Trustees packet included a calendar of the Board meetings and list of Board members.

Discussion was held concerning the process for those Board members whose appointment was up this year.

Director Nilles introduced Libby Alexander who described the strategic planning process.

Adjournment

Meeting was adjourned 9:55 am.