



**Muncie Public Library  
Board of Trustees  
Minutes of January 19, 2018**

**Call to Order**

President Daniel Stallings called the meeting to order at 10:05 am.

**Roll Call**

Present: Daniel Stallings, Billie Sheppard, Mary Louise Buck, Joanne Baierwalter, Marilyn Carey, Royce Mitchell, Akilah Nosakhare and Beth Kroehler

**Audience  
Comments**

Floor opened for comments. No action required.

**Minutes  
Approved**

Joanne Baierwalter moved and Mary Louise Buck seconded to approve the minutes of the December 15, 2017 meeting.

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

**Director Report**

Director Nosakhare:

- Reviewed items in her written report.

**Treasurer's Report**

**Claims Approved**

Claims:

- Claims were presented in the amount of \$438,132.75.

Marilyn Carey moved to approve the claims in the amount of \$438,132.75 and Billie Sheppard seconded.

- All voted in favor of approving the claims.

**House & Finance  
Committee**

Mary Louise Buck moved and Joanne Baierwalter seconded to approve the following resolutions:

Resolution to Sign Purchase Request

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 Sign Insurance Benefit Papers

Resolution for Cancellation of Old Outstanding Checks

- All voted in favor of the motion.



Royce Mitchell moved and Mary Louise Buck seconded to approve proposed Finance Policy (as revised at the meeting), Circulation Policy, and Website Privacy Policy.

The change to the Finance Policy made at the meeting was:

Proposed Original:

All funds received by the Library shall be deposited in one or more designated depositories at least every other business day following receipt and shall be deposited in the same form in which they were received. Funds received in excess of \$500 shall be deposited not later than the next business day and shall be deposited in the same form in which they were received.

Revised Wording:

~~All funds received by the Library shall be deposited in one or more designated depositories at least every other business day following receipt and shall be deposited in the same form in which they were received.~~ Funds received in excess of \$500 shall be deposited not later than the next business day and shall be deposited in the same form in which they were received.

- All voted in favor of the motion.

Mary Louise Buck moved and Billie Sheppard seconded to approve the Operations Policy Manual with the revised Circulation Policy.

- All voted in favor of the motion.

Billie Sheppard moved and Marilyn Carey seconded to approve the Employee Handbook.

- All voted in favor of the motion.

**Personnel  
Committee**

**Other**

The next Board meeting has been moved to February 23<sup>rd</sup> at Connection Corner starting at 9:00am. After the meeting there will be a Board Retreat.

The next Legislative Update session is Friday February 23<sup>rd</sup> at 11:30am at the Suzanne Gresham Center on W. White River Blvd.

Meeting adjourned.