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

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

Floor opened for comments. No action required.

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 Nosakhere:

- Reviewed items in her written report.

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.

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.

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

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

Meeting adjourned.