



**Muncie Public Library**  
**Board of Trustees**  
**Minutes of January 17, 2020 - Corrected**

**Call to Order**

President Mary Louise Buck called the meeting to order at 10:06 am.

**Roll Call**

Present: Daniel Stallings, Billie Sheppard, Mary Louise Buck, Royce Mitchell, Phil Boltz, Traci Lutton, Akilah Nosakhere and Beth Kroehler

**Absent: Patrick Ferguson**

**Audience Comments**

Floor opened for comments. No action required.

**Minutes Approved**

Billie Sheppard moved and Royce Mitchell seconded to approve the minutes of the December 20, 2019 meeting.

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

**Director Report**

Director Nosakhere:

- Reviewed items in her written report.
- Reviewed plans for the Muncie Public Library Board of Trustees Retreat Saturday, February 22 at Carnegie Library.

**Treasurer's Report**

Beth Kroehler, Treasurer, noted the Indiana State Board of Accounts requested account number changes for all public libraries. This will be implemented later this month.

**Claims Approved**

Claims:

- Claims were presented in the amount of \$495,598.23.

Royce Mitchell moved to approve the claims in the amount of \$495,598.23 and Traci Lutton seconded.

- All voted in favor of approving the claims.

**House & Finance Committee**

Daniel Stallings moved and Phil Boltz seconded to approve the following resolutions:

**Yearly Resolutions Approval**

- Resolution to Allow Director to Approve Expenditures
- Resolution to Pay Bills with Prior Approval
- Resolution to Apply for Grants and Conduct Fundraising Campaigns
- Resolution Authorizing Electronic Funds Transfer (Including Payroll and PERF)
- Resolution Authorizing the Issuance of Free Library Cards
- Resolution to Authorize Payment of Membership Dues
- Resolution for Payment of Surety Bond for Treasurer
- Resolution to Close the Coding-Robotics (Best Buy) Fund
- Resolution to Close the New Technology Fund
- Resolution to Establish Cash Change Funds
- Resolution for Nonresident Fee
- Resolution to Establish Petty Cash Funds
- Resolution to Sign Insurance Benefit Papers
- Resolution to Sign Purchase Request
- Resolution to Transfer Funds Between Major Categories within the Library Operating Fund
- Resolution to Transfer Funds within the Library Operating Fund Major Category

- All voted in favor of the motion.



House & Finance  
 Committee

Daniel Stallings moved and Billie Sheppard seconded to approve the following motions:

Motion Approvals

- Motion to Approve Finance Policy
- Motion to Approve 3D Printing Policy
- Motion to Approve Proposed Changes to Conduct Policy
- Motion to Approve Proposed Changes to Fundraising Policy
- Motion to Approve Proposed Changes to Meeting Room Policy
- Motion to Approve Proposed Changes to Surplus Furniture & Equipment Policy
- Motion to Approve Proposed Changes to Tobacco Free (Smoking) Policy
- Motion to Approve Operations Policy

- All voted in favor of the motion.

Personnel  
 Committee

Discussion of the Employee Handbook was tabled until the February meeting.

Other

Traci Lutton moved and Billie Sheppard seconded to approve the 2020 Compensation Plan Revised.

- All voted in favor of the motion.

Signatures

Meeting adjourned.

Mary Louise Beck  
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Billie Sheppard  
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Traci Lutton  
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