



**Muncie Public Library
Board of Trustees
Minutes of January 15, 2021**

Call to Order	Vice-President Patrick Ferguson called the meeting to order at 10:00 am.
Roll Call	Present: Daniel Stallings, Patrick Ferguson, Mary Louise Buck, Royce Mitchell, Phil Boltz, Traci Lutton, Akilah Nosakhere and Beth Kroehler Absent: Billie Sheppard
Audience Comments	Floor opened for comments. No action required.
Minutes Approved	Phil Boltz moved and Daniel Stallings seconded to approve the minutes of the December 18, 2020 meeting. <ul style="list-style-type: none">• All voted in favor of accepting the minutes of the December meeting.
Director Report	Director Nosakhere: <ul style="list-style-type: none">• Reviewed items in her written report.• Announced that distribution of library cards at Burriss Laboratory School will begin soon.• Reported that the move from ADP to Paylocity went well.
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: <ul style="list-style-type: none">• Claims were presented in the amount of \$296,981.82. Royce Mitchell moved to approve the claims in the amount of \$296,981.82 and Mary Louise Buck seconded. <ul style="list-style-type: none">• All voted in favor of approving the claims.
House & Finance Committee	Daniel Stallings moved and Mary Louise Buck 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 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 <ul style="list-style-type: none">• All voted in favor of the motion. Daniel Stallings moved and Mary Louise Buck seconded to approve the Resolution to Establish the ISL-COVID Fund and Approve ISL Appropriation. <ul style="list-style-type: none">• All voted in favor of the motion to approve the Resolution to Establish the ISL-COVID Fund and Approve ISL Appropriation.



House & Finance
 Committee

Motion Approvals
 Finance Policy
 Operations Policy
 Bylaws

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

- Motion to Approve Finance Policy
- Motion to Approve Operations Policy
- Motion to Approve the Bylaws as amended below:

Current wording and suggestion to add items in red and remove items in red/with strikethrough:

Article IV Section 3. Vacancies in any office created by death, resignation, removal or otherwise shall be filled by election at the next regular meeting of the Board ~~or at any special meeting of the Board~~ or at any special meeting of the Board called for that purpose.

Article IV Section 4. The President shall preside at all meetings of the Board, discharge all the duties which devolve upon a presiding officers, authorize calls for any special meeting, perform such other duties as may be required by law or these Bylaws or at any special meeting of the Board.

The Vice-President shall perform all duties incumbent upon the President during the ~~death,~~ absence, ~~illness,~~ or disability, ~~or death~~ of the President, until a President shall be elected or the ~~illness or disability resolved shall be removed~~. The Vice-President shall also perform such other duties as may be required by law or these Bylaws.

- All voted in favor of the motion.

Personnel
 Committee
 Approve Employee
 Handbook

Mary Louise Buck moved and Phil Boltz seconded to approve the Employee Handbook.

- All voted in favor of approving the Employee Handbook.

Other

Discussed Board retreat on Saturday February 20th at Carnegie Library.

Daniel Stallings moved and Royce Mitchell seconded to adjourn.

- All voted in favor of adjourning the meeting at 10:43 am.

Signatures

Daniel Stallings
Phil Boltz
Daniel Boltz
Phil Boltz

Mary Louise Buck

ATTEST:

Daniel Boltz
 Secretary