



**Muncie Public Library  
Board of Trustees  
Minutes of January 18, 2019**

**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, Akilah Nosakhere and Beth Kroehler

**Audience  
Comments**

Floor opened for comments. No action required.

Due to a lack of a quorum, Mary Louise Buck, Board President announced the Board of Trustees will reconvene today Friday, January 18, 2019 at 1:15pm at the Suzanne Gresham Center, 3620 W. White River Blvd., Muncie.

**Call to Order**

At the Suzanne Gresham Center, 3620 W. White River Blvd., Muncie.

President Mary Louise Buck reconvened the meeting at 1:20pm.

**Roll Call**

Present: Daniel Stallings, Billie Sheppard, Mary Louise Buck, Patrick Ferguson, Akilah Nosakhere and Beth Kroehler

**Audience  
Comments**

Reviewed audience comments from the morning session.

**Minutes  
Approved**

Billie Sheppard moved and Daniel Stallings seconded to approve the minutes of the December 21, 2018 meeting.

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

Daniel Stallings moved and Patrick Ferguson seconded to approve the corrected minutes of the November 16, 2018 meeting removing Mary Louise Buck from those present.

- All voted in favor of accepting the corrected minutes of the November meeting.

**Elect Meeting  
Secretary**

Daniel Stallings moved and Billie Sheppard seconded to approve Patrick Ferguson as meeting secretary.

- All voted in favor of the motion.

**Director Report**

Director Nosakhere:

- Reviewed items in her written report.

**Treasurer's Report**

Beth Kroehler, Treasurer reported there had been an overlap in numbering internal or electronic checks and bank checks.

**Claims Approved**

Claims:

- Claims were presented in the amount of \$495,017.57.

Billie Sheppard moved to approve the claims in the amount of \$495,017.57 and Daniel Stallings seconded.

- All voted in favor of approving the claims.



**House & Finance  
 Committee**

**Yearly Resolutions  
 Vote**

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

- Resolution to Allow Director to Approve Expenditures
- Resolution to Pay Bills with Prior Approval
- Resolution to Allow, Accept, and Disburse Electronic Transfer of Funds To and From The Library's Bank Account
- Resolution for Annual Fundraising Campaign
- Resolution for Payment of Surety Bond for Treasurer
- Resolution Authorizing the Issuance of Free Library Cards
- Resolution to Authorize Payment of Membership Dues
- Resolution for Cancellation of Old Outstanding Checks
- Resolution to Establish Cash Change Funds
- Resolution for Nonresident Fee
- Resolution to Establish Petty Cash Funds
- Resolution to Sign and Approve Grants
- Resolution to Sign Insurance Benefit Papers
- Resolution to Sign Purchase Request

- All voted in favor of the motion.

Daniel Stallings moved and Billie Sheppard seconded to approve the Finance Policy, proposed changes to Meeting Room Policy, and Operations Policy.

- All voted in favor of the motion.

**Personnel  
 Committee**

Patrick Ferguson moved and Daniel Stallings seconded to approve the Employee Handbook.

- All voted in favor of the motion.

**Other**

Billie Sheppard moved and Patrick Ferguson seconded to approve the Bylaws of Muncie Center Township Public Library.

- All voted in favor of the motion.

Daniel Stallings moved and Patrick Ferguson seconded to approve the Director accepting and signing the quote of \$31,984 submitted by Havel to replace the four roof top heat exchangers at Carnegie Library.

- All voted in favor of the motion.

Meeting adjourned.

**Signatures**

*Mary Louise Beck*

*Regina Mitchell*

*Marilyn Carey*

*Pat*

*Billie Sheppard*

*Paul Batts*

*Daniel*