



Muncie Public Library Board of Trustees Minutes of January 17, 2025—Page One

Call to Order

Mary Louise Buck called the meeting to order at 10:13 am at Maring Hunt Library.

Present: Denise King, Billie Sheppard, Jennifer Warrner, Traci Lutton,OLON Dotson, Mary Louise Buck, Leanna Burch-DeWitt, Katherine Mitchell, Susan Fisher, and Alan Kornblau
Absent: Ren'a Wagner

Audience Comments

Floor opened for comments. No action required.

Minutes Approved

Jennifer Warrner moved to approve the minutes of the December 20, 2024 meeting. Denise King seconded.

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

Jennifer Warrner moved to approve the minutes of the December 20, 2024 meeting. Denise King seconded.

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

Director's Report

Presented by Alan Kornblau, Director.

- Reviewed items in his written report.

Treasurer's Report

Presented by Katherine Mitchell, Treasurer.

Claims Approved

Claims:

- Claims for December 2024 were presented in the amount of \$350,534.00.

Traci Lutton moved to approve the claims in the amount of \$350,534.00 and Billie Sheppard seconded.

- All voted in favor of approving the December 2024 claims.

House & Finance Committee

The House and Finance Committee moved to approve all of the following annual resolutions. Jennifer Warrner seconded.

Resolution to Allow Director to Approve Expenditures
Resolution to Allow Payment of Bills with Prior Approval
Resolution to Apply for Grants & Conduct Fundraising Campaigns
Resolution to Approve Electronic Transfer of Funds
Resolution to Authorize Issuance of Free Library Cards
Resolution to Authorize Payment of Membership Dues
Resolution to Authorize Payment of Surety Bond for Treasurer

**House & Finance
Committee
continued**

Resolution to Establish Petty Cash Funds
Resolution to Sign Insurance Benefit Papers
Resolution to Sign Purchase Request

- All voted in favor of the motion.

The House and Finance Committee moved to approve the Resolution to Establish Nonresident Card Fee at \$65. Denise King seconded.

- All voted in favor of the motion.

The House and Finance Committee moved to approve the following two resolutions. Traci Lutton seconded.

Resolution to Establish Cash Change Funds
Resolution to Transfer Funds between Major Categories

- All voted in favor of the motion.

The House and Finance Committee moved to approve the Finance Policy. Traci Lutton seconded.

- All voted in favor of the motion.

The House and Finance Committee moved to approve the Bylaws. Denise King seconded.

- All voted in favor of the motion.

The House and Finance Committee moved to approve the Internal Control Document. Jennifer Warrner seconded.

- All voted in favor of the motion.

The House and Finance Committee moved to approve the Koorsen Fire & Security Camera Pricing Quotes. Traci Lutton seconded.

- All voted in favor of the motion

The House and Finance Committee moved to approve revisions to the Fines & Fees Policy to Include Flash Drives (\$2) and Sublimation Sheets (\$3). Traci Lutton seconded

- All voted in favor of the motion

Denise King moved to approve the Operations Policies with Revisions. Jennifer Warrner seconded.

- All voted in favor of the motion.



Muncie Public Library Board of Trustees
Minutes of January 17, 2025 —Page Three

Personnel
Committee

Personnel Committee moved to approve the Employee Handbook. Olon Dotson seconded.

- All voted in favor of the motion.

New Business

No new business

Adjourn

Billie Sheppard moved and Denise King seconded to adjourn at 11:06 am.

Signatures

Billie Sheppard
Denise King
Mary Louise Buck
Jennifer Wanner

Olson Dotson
Denise King

ATTEST:

[Signature]
Secretary