



**Muncie Public Library Board of Trustees
Minutes of January 19, 2024—Page One**

Call to Order

Denise King called the meeting to order at 10:04 am at Maring Hunt Library.

Present: Denise King, Billie Sheppard, Jennifer Warrner, Traci Lutton, Olon Dotson, Katherine Mitchell, and Akilah Nosakhere
Absent: Mary Louise Buck, Ren'a Wagner

Traci Lutton was made temporary Secretary for the meeting

**Audience
Comments**

Floor opened for comments. No action required.

Minutes Approved

Billie Sheppard moved to approve the minutes of the December 15, 2023 meeting. Jennifer Warrner seconded.

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

Director's Report

Presented by Akilah Nosakhere, Director.

- Reviewed items in her written report.

Treasurer's Report

Presented by Katherine Mitchell, Treasurer.

Claims Approved

Claims:

- Claims for December 2023 were presented in the amount of \$362,668.15.

Traci Lutton moved to approve the claims in the amount of \$362,668.15 and Olon Dotson seconded.

- All voted in favor of approving the December 2023 claims.

**House & Finance
Committee**

Billie Sheppard moved to Authorize Action on the Purchase of Coin Boxes up to \$50,000. Jennifer Warrner seconded.

- All voted in favor of the motion.

A motion was made by the House and Finance Committee to approve the following Resolutions:

Resolution to Allow Director to Approve Expenditures – Jennifer Warriner seconded.

- All voted in favor of the motion.

Resolution to Allow Payment of Bills with Prior Approval – Billie Sheppard seconded.

- All voted in favor of the motion.

**House & Finance
Committee
continued**

Resolution to Apply for Grants & Conduct Fundraising Campaigns – Ren’a Wagner seconded.

- All voted in favor of the motion.

Resolution to Approve Electronic Transfer of Funds – Jennifer Warrner seconded.

- All voted in favor of the motion.

Resolution to Authorize Issuance of Free Library Cards – Billie Sheppard seconded.

- All voted in favor of the motion.

Resolution to Authorize Payment of Membership Dues – Ren’a Wagner seconded.

- All voted in favor of the motion.

Resolution to Authorize Payment of Surety Bond for Treasurer – Billie Sheppard seconded.

- All voted in favor of the motion.

Resolution to Establish Cash Change Funds Resolution to Establish Nonresident Fee – Jennifer Warrner seconded.

- All voted in favor of the motion.

Resolution to Establish Petty Cash Funds – Billie Sheppard seconded.

Resolution to Sign Insurance Benefit Papers – Ren’a Wagner seconded.

- All voted in favor of the motion.

Resolution to Sign Purchase Request – Jennifer Warrner seconded.

- All voted in favor of the motion.

Motion to Approve Finance Policy – Ren’a Wagner seconded.

- All voted in favor of the motion.

Motion to Approve Bylaws – Ren’a Wagner seconded.

- All voted in favor of the motion.

Motion to Approve Internal Control Document – Jennifer seconded.

- All voted in favor of the motion.



Muncie Public Library Board of Trustees
Minutes of January 19, 2024 —Page Three

Revised Collection Policy – Billie Sheppard seconded.

- All voted in favor of the motion.

Revised Conduct Policy – Jennifer Warrner seconded.

- All voted in favor of the motion.

Operations Policies with Revisions – Billie Sheppard seconded.

- All voted in favor of the motion.

Personnel
Committee

Personnel Committee moved to approve the Employee Handbook. Traci Lutton seconded.

- All voted in favor of the motion.

Adjourn

Olon Dotson moved and Denise King seconded to adjourn at 10:42 am.

Signatures

<u>Jennifer Warrner</u>	<u>Traci Lutton</u>
<u>Billie Sheppard</u>	_____
<u>Mary Louise Buck</u>	_____
<u>Denise King</u>	_____

ATTEST.
Denise King
 Secretary



**Muncie Public Library
House and Finance Committee
Minutes of January 19, 2024**

Meeting not held.