



**Muncie Public Library
Board of Trustees
Minutes of January 21, 2022**

Call to Order

President Billie Sheppard called the meeting to order at 10:00 am.

Roll Call

Present: Billie Sheppard, Mary Louise Buck, Denise King, Traci Lutton, Ren'a Wagner, Akilah Nosakhare, Beth Kroehler, and Katherine Mitchell

Absent: Phil Boltz, Olon Dotson

**Audience
Comments**

Floor opened for comments. No action required.

**Minutes
Approved**

Mary Louise Buck moved and Denise King seconded to approve the minutes of the December 17, 2021 meeting.

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

Director Report

Director Nosakhare:

- Reviewed items in her written report.

Treasurer's Report

Beth Kroehler, Treasurer,

Claims Approved

Claims:

- Claims were presented in the amount of \$597,631.96.

Traci Lutton moved to approve the claims in the amount of \$597,631.96 and Denise King seconded.

- All voted in favor of approving the claims.

**House & Finance
Committee**

Traci Lutton 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 Within the Library Operating Fund Major Category
- Resolution to Transfer Funds between Major Categories Within the Library Operating Fund
- Resolution for Cancellation of Old Outstanding Checks
- All voted in favor of the motion.



Finance Policy and Internal Control Document Approved

Traci Lutton moved and Mary Louise Buck seconded to approve the Finance Policy and Internal Control Document.

- All voted in favor of the motion.

Bylaws Approved

Traci Lutton moved and Denise King seconded to approve the Bylaws.

- All voted in favor of the motion.

Operations Policy Approved

Traci Lutton moved and Denise King seconded to approve the Operations Policy.

- All voted in favor of the motion.

Holiday Policy and Fines and Fees Policy Approved

Mary Louise Buck moved and Denise King seconded to approve the Holiday Policy and Fines and Fees Policy.

- All voted in favor of the motion.

Employee Handbook Approved

Billie Shepperd moved and Mary Louise Buck seconded to approve Employee Handbook as amended.

- All voted in favor of the motion.

Personnel Committee

No report.

Other

Requested updated contact information for the 2022 Board of Trustees Member List

Reminder the Board Retreat will be on Saturday, February 19, 2022 at Innovation Connector.

Adjourn

Meeting adjourned at 10:44 am.

Signatures

Billie Sheppard _____

Traci Lutton _____

Denise King _____

Mary Louise Buck _____

ATTEST:

Traci Lutton

Secretary