

Speedway Public Library – April Meeting of the Board of Trustees

April 6, 2016

Meeting Attendees: Darsi Bohr (Director), Tina Campbell (President), Bernie Cinkoske (Treasurer), Richard Meiss (Secretary), Scott Speer, and Carolyn Stewart. Suzanne Deboer and Tom Popchreff (Vice President), were excused.

The meeting was called to order at 7:05 PM by President Tina Campbell. The minutes of the March 2nd meeting were approved unanimously, as moved by Carolyn Stewart and seconded by Scott Speer.

Director's Report and Items Arising

- The previously-tabled matter of establishing an official policy regarding the Internal Controls for Petty Cash, Receipts/Disbursements, and Payroll was further considered. The attached document, authored by Finance Manager Lynn Gorrell, was reviewed. Tina Campbell moved, with Bernie Cinkoske's second, to accept the policy as written; it was approved unanimously by the Board and will become official Library policy. Adoption of this policy will bring the Speedway Public Library into compliance with recent State of Indiana legislation, and information regarding its adoption will be communicated to the State. In a related action, Mr. Bob Lutz, attorney for the Library, has made the required changes in the Materials Variance resolution, which was adopted along with the Internal Controls resolution cited above.

- The board agreed unanimously to declare as surplus the children's unused audiobook cassette rack. Because of lack of use, the cassette materials have been withdrawn from circulation.

- Despite some "growing pains" that are being ably handled by the Library Staff, the implementation of the new library software is progressing well.

Financial Matters

- A resolution (see attached) was considered that would shift some funds internally. This would increase the resources in the areas of current need ("Other Professional Services" and "Equipment Repair and Maintenance"). Such funds would come from unobligated funds that will not be needed for the purposes for which they were appropriated ("Debt Service Interest"). Bernie Cinkoske moved for passage, and Scott Speer seconded; the signatures on the attached resolution signify unanimous acceptance.

- The Board reviewed the current financial reports and again noted that the year was progressing with expenditures within the budget and generally on a par with last year's income and expenditures.

- Claims and Warrants for the month of March 2016, in the amount of \$102,874.28, were reviewed. Tina Campbell moved for acceptance, and Carolyn Stewart seconded; the motion passed unanimously.

New Business

- There was no new business arising.

Adjournment

- There being no further business, Tina Campbell moved for adjournment, and Bernie Cinkoske seconded the motion. The Board agreed unanimously, and the meeting was adjourned at 7:48 PM. The next regular meeting will be on May 4, 2016, at 7:00 PM.

Respectfully submitted,

Richard A. Meiss, Secretary