Members Present:
Melba Shilling, Ruth Bailey, Gayle Smith, Judy Troike, Susan Lucas, Kim Gingher
Non – Members Present:
Kathleen Bowman - Director, Liz Pease - Attorney, Kathryn Lynch – Business Office Coordinator

I. Call to order – Kim Gingher called the meeting to order at 4:24 P.M.

II. Public Comment: No Public Comment

III. Amendment/Acceptance of Proposed Agenda
Melba Shilling made the motion to accept the agenda as presented. Gayle Smith seconded; motion carried.

IV. Approval of Minutes

A. Judy Troike made the motion to accept the January 14, 2020 Regular board meeting minutes as presented. Melba Shilling seconded; motion carried.

B. Gayle Smith made the motion to accept the January 14, 2020 Board of Finance meeting minutes as amended. Judy Troike seconded; motion carried.

V. Approval of claims for February 2020
Judy Troike made the motion to approve the Allowance of Accounts Payable Voucher in the amount of $129,348.40 for February 2020. Susan Lucas seconded; motion carried.

VI. Financial Reports were given by Director Bowman.

A. Depository and Cash Reconcilement
Director Bowman discussed the depository and cash reconciliements for Key Bank and 1st Source bank for the month of January 2020.

B. Fund Report
Director Bowman informed the board how the fund report balance should always match the depository and cash reconcilement balances.
C. Appropriation Report
Director Bowman informed the board we are on track with spending.

D. Revenue Report
Director Bowman informed the board there was nothing out of the normal in the revenue report for the month of January 2020.

VII. Monthly Statistical Report
The Monthly Statistical report was given by Director Bowman.

VIII. Director’s Report
The Director’s Report was given by Director Bowman.

IX. Personnel Report
Judy Troike made the motion to accept the Personnel Report as presented. Gayle Smith seconded; motion carried.

X. New Business
A. Resolution to Transfer Money to Rainy Day Fund
Judy Troike made the motion to transfer $7,653.39 to the Rainy Day Fund. Susan Lucas seconded; motion carried.

B. Resolution Authorizing Electronic Fund Transfer
Gayle Smith made the motion to utilize EFT. Judy Troike seconded; motion carried.

C. Transfer Money to Old Payroll
Judy Troike made the motion to transfer $577.16 to the Old Payroll Fund. Susan Lucas seconded; motion carried.

D. Holiday Policy
Susan Lucas made the motion to table the Holiday Policy as amended. Melba Shilling seconded; motion carried.

Melba Shilling made the motion to allow the library to stay closed on Saturday, December 26, 2020 as an unpaid day off. Gayle Smith seconded; motion carried.
E. Training and Continuing Education Policy

Gayle Smith made the motion to accept the Training and Continuing Education Policy as amended. Susan Lucas seconded; motion carried.

F. Letter to Board from SCPLS Patron

The Library Board of Trustees made a unanimous decision to have the director contact the SCPLS Patron and discuss fees that are expected to be paid.

XI. Any additional business to come before the board

Judy Troike made the motion to increase the change fund to $30.00 in order to prepare deposits without shorting themselves. Gayle Smith seconded; motion carried.

Judy Troike made the motion to nominate Melba Shilling as the SCPLS representative to recommend a Starke County Historian to the Indiana State Historical Society. Susan Lucas seconded; motion carried.

XII. Adjournment

Ruth Bailey made the motion to adjourn the February 11, 2020 regular board meeting. Judy Troike seconded; motion carried.

Time 5:31 P.M.