Minutes of the Starke County Public
Library System’s Board Meeting
January 14, 2020

Member Present:
Judy Troike, Ruth Bailey, Melba Shilling, Gayle Smith, Kim Gingher, Susan Lucas

In Attendance: Kathleen Bowman, Director; Liz Pease, Attorney; Kathryn Lynch, Business office coordinator

I. Call to order – Kim Gingher called the meeting to order at 4:44 p.m.

II. Public Comment: No Public Comment

III. Amendment/Acceptance of proposed agenda
Ruth Bailey made a motion to accept the proposed agenda as corrected adding B. Resolution for yearend transfers and C. Resolution to transfer to payroll bank fees under XV. New Business. Gayle Smith seconded; motion carried.

IV. Election of President, Vice – President, Secretary, and Treasurer
Judy Troike made the motion to retain Kim Gingher as our President. Susan Lucas seconded; motion carried.

Judy Troike made the motion to retain Gayle Smith as our Vice-President. Ruth Bailey seconded; motion carried.

Judy Troike made the motion to retain Ruth Bailey as our Secretary. Gayle Smith seconded; motion carried.

Ruth Bailey made the motion to retain Judy Troike as our Treasurer. Susan Lucas seconded; motion carried.
V. Establish of regular monthly meeting schedule and time for 2020
   Judy Troike made the motion to keep the meeting on the second
   Tuesday of each month at 4:15 p.m. Gayle Smith seconded; motion
   carried.

VI. Establish newspaper for official publications
   Ruth Bailey made the motion to retain the The Leader as our
   newspaper for legal publications. Melba Shilling seconded; motion
   carried.

VII. Establish Legal Counsel
   Gayle Smith made the motion to retain Liz Pease of Nichols &
   Wallsmith as our Legal Counsel. Melba Shilling seconded; motion
   carried.

VIII. Approval of minutes
   Melba Shilling made the motion to accept the December 30th Year
   End meeting minutes as presented. Susan Lucas seconded; motion
   carried.

IX. Approval for claims for January 2020
   Judy Troike made the motion to approve the Allowance of Accounts
   Payable Vouchers for January 2020 in the amount of $55,223.51
   Gayle Smith seconded; motion carried.

X. Financial report
   A. Depository and Cash Reconcilement
      Director Bowman discussed the depository and cash reconciliations
      for Key Bank and 1st Source Bank for the month of December 2019.

   B. Fund Report
      Director Bowman informed the board how the fund balances should
      always match the depository and cash reconcilement balances.
C. Appropriation Report
Director Bowman informed the board how we stayed on track for spending for 2019.

D. Revenue Report
Director Bowman informed the board there was nothing out of the normal in the revenue report for December 2019.

XI. Monthly Statistical Report
The December 2019 statistical report were given by Director Bowman.

XII. Year End Statistical Report
The 2019 Year End statistical report was given by Director Bowman. She also discusses percentages of those statistics.

XIII. Director’s Report was given by Director Bowman

XIV. Personnel Actions
No personnel Actions at this time.

XV. New Business
A. Any action to come from the Executive Session

Judy Troike made the motion to give Kathleen a $1500 increase from the Executive Session. Gayle Smith seconded; motion carried.

B. Resolution for Year End Transfers

Gayle Smith made the motion to approve the 2019 Year End Transfers. Judy Troike seconded; motion carried.

C. Resolution to transfer to payroll bank fees

Judy Troike made the motion to transfer $800 to Payroll Bank Fees. Susan Lucas seconded; motion carried.

XVI. Any additional business to come before the board
XVII. Adjournment

Judy Troike made the motion to adjourn the January 14, 2020 meeting. Ruth Bailey seconded; motion carried.

Time 5:26 P.M.