

Minutes of the Starke County Public
Library System's Board Meeting
September 10, 2024

Members Present:

Kim Gingher, Julie Smith, Susan Lucas, Heather Quinn, Marcia Lochner

Non – Members Present:

Kathleen Bowman – Director, Kathryn Lynch – HR/Business Office Coordinator

- I. **Call to order** –Kim Gingher called the meeting to order at 4:30 P.M.
- II. **Public Comment:** No Public Comment
- III. **Amendment/Acceptance of Proposed Agenda**
Heather Quinn made the motion to approve the agenda as presented.
Susan Lucas seconded; motion passed unanimously.
- IV. **Approval of Minutes**
Susan Lucas made the motion to accept the **August 13, 2024, Regular board meeting minutes** as presented. **Julie Smith** seconded; motion passed unanimously.
- V. **Approval of claims for September 2024**
Susan Lucas made the motion to approve the **Allowance of Accounts Payable Voucher in the amount of \$167,297.60 for September 2024.** **Julie Smith** seconded; motion passed unanimously.
- VI. **Financial Reports were given by Director Bowman.**
 - A. Depository and Cash Reconciliation
Director Bowman discussed the depository and cash reconcilements for Key Bank and 1st Source bank for the month of August 2024.
 - B. Fund Report
Director Bowman informed the board how the fund report balance should always match the depository and cash reconciliation 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 August 2024.

VII. Director's Report

The Director's Report was given by Director Bowman. Updates included: What book is in the Storywalk, Dolly Parton Imagination Library update, and other happenings around the Library System.

VIII. Monthly Statistical Report

The August 2024 Monthly Statistical report was given by Director Bowman.

IX. Personnel Report

There are no Personnel Actions.

X. New Business

A. Personnel Handbook 300 policies

Susan Lucas made a motion to approve the **Personnel Handbook 300 policies** as presented. **Marcia Lochner** seconded; motion passed unanimously.

XI. Any additional business to come before the board

There is no additional business.

XII. Adjournment

Marcia Lochner made the motion to adjourn the **September 10, 2024** regular board meeting. **Susan Lucas** seconded; motion passed unanimously.

Time 4:42 P.M.