

Meeting Agenda
December 21, 2023 @ 6:30pm in the Blocher Room

Present:

Absent:

Other:

- I. Call to Order -
- II. Adoption of Agenda -
- III. Public Comment Period -

- IV. Perusal and Approval of Reports
 - A. Secretary Minutes -
 - B. Presentation of Claims & Financial Reports -

- V. Director's (Staff) Report –

- VI. Old Business
 - A. Audit update

- VII. New Business
 - A. Molly Magnus programming presentation
 - B. Final report of Director Search Committee (motion)
 - C. Resolution Authorizing Electronic Funds Transfer (motion)
 - D. Resolution to Establish Mileage Reimbursement (motion)
 - E. Resolution for Cancellation of Old Outstanding Checks (motion)
 - F. Resolution to Transfer Funds to LIRF (motion)
 - G. Otis Elevator report and repair estimate (motion)
 - H. Contracting with AVC for assistance
 - I. January 26th delayed opening – staff meeting
 - J. Travel Policy (motion)

- VIII. Questions & Comments from the Board -
- IX. Adjournment - Motion to adjourn at

Next Board Meeting – January 18, 2024 at 6:30pm in the Blocher Community Room

Mission Statement: The mission of the North Manchester Public Library is to provide materials, programs, and services necessary to meet the recreational and educational needs of the community in a comfortable and easily accessible facility, which is a community center of activity and information.

Library Board	Terms:		
Heather Winger-Secretary	12/31/2027	3rd Term	School Board
Kathy Garber	6/30/2024	2nd Term	Town Council
Eileen Meyer Sklar-President	6/30/2024	3rd Term	County Commissioners
Kevin Walter-Treasurer	6/30/2025	4th Term	School Board
Tim Brauch	8/25/2024	1st Term	County Council
Vicki Smith-Vice President	6/30/2026	5th (4th Full) Term	School Board
Michael Leckrone-Assistant Treasurer	6/30/2024	2nd Term	Town Council

RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER

(Including Payroll and PERF)

WHEREAS, the Board of the North Manchester Public Library ("Library") has determined that it is beneficial to its financial operations to transact the financial affairs of the Library through electronic funds transfers including direct deposit.

NOW THEREFORE BE IT RESOLVED, that pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution or a retirement fund administered by the public employees' retirement fund, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-12-3-16.5, the Library will institute electronic fund transfers for the payment of claims, including the payment of wages and other compensation and benefits owed to the Library employees, via direct deposit through the services provided by the applicable financial institutions, and

BE IT FURTHER RESOLVED, that pursuant to the provisions of IC 36-1-8-11, the library may accept various payments electronically as well, including but not limited to payments for fines and fees and tax disbursements, to the extent that such payments can be documented properly for audit purposes, and

BE IT FURTHER RESOLVED, that the Library Treasurer is hereby authorized to take any and all actions necessary to implement and accept electronic fund transfers, including direct deposit, for the Library, and that the Library Director and Treasurer are hereby instructed and are required to comply with all other requirements for the payment of claims by the library and must maintain adequate documentation of transactions conducted electronically so that said transactions may be audited as provided by law.

DULY ADOPTED by the Board of Trustees of the North Manchester Public Library at its regular meeting held on the 21 day of DECEMBER, 2023, at which meeting a quorum was present.

NAY

AYE

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

ATTEST: *[Handwritten signature]*

Secretary

Resolution To Establish Mileage Reimbursement

WHEREAS, Board of the NORTH MANCHESTER Public Library needs to set the amount for mileage reimbursement for employees for use of their personal vehicles for work related trips.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the NORTH MANCHESTER Public Library do hereby establish the mileage rate as _____ per mile effective date of _____ per IDOA notification or IRS Standard Mileage Rates

DULY ADOPTED by the Board of Trustees of the NORTH MANCHESTER Public Library at its regular meeting held on the 21 day of DECEMBER, 2023, at which meeting a quorum was present.

NAY

AYE

Elyse Meyer
Michelle Smith
Kathy Larson
T. [unclear]
Ronald [unclear]
Michelle [unclear]

ATTEST:

Secretary [Signature]

Resolution for Cancellation of Old Outstanding Checks

WHEREAS, Board of the NORTH MANCHESTER Public Library finds according to IC 5-11-10.5 that checks outstanding and unpaid for a period of two years as of December 31 of each year are void.

WHEREAS, the treasurer shall prepare on or before March 1 a list of in duplicate of all checks outstanding for two years or more as of December 31 preceding. The original copy of each list shall be filed with the board of finance. The duplicate copy shall be filed by the disbursing officer of the library.

WHEREAS, the treasurer shall enter the amounts so listed as receipt to the fund or funds upon which they were originally drawn and remove the checks from the list of outstanding checks.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the NORTH MANCHESTER Public Library do hereby cancel the outstanding warrants listed here.

Warrant Number	Date	Vendor	Fund	<u>Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DULY ADOPTED by the Board of Trustees of the _____ Public Library at its regular meeting held on the _____ day of _____, _____, at which meeting a quorum was present.

NAY

AYE

Eileen Meyer, Clerk
Pat M...
Tickie Smith
Kathy Barber
J...
Kevin S. Weston
M. C. ...

ATTEST

 Secretary

North Manchester Public Library Board of Trustees

November 16th, 2023 @ 6:30pm in the Blocher Room

Present: Mike Leckrone, Diane Randall, Heather Winger, Jeanna Hann, Kevin Walter, Kathy Garber, Vicki Smith, Eileen Sklar, Tim Brauch, Kayla Fletcher

Absent:

Other:

- I. Call to Order - Eileen called the meeting to order at 6:33pm
- II. Adoption of Agenda - Motion to approve by Kathy, seconded by Vicki. All in favor.
- III. Public Comment Period - N/A

- IV. Perusal and Approval of Reports
 - A. Secretary Minutes - Motion to approve by Tim, seconded by Mike. All in favor.
 - B. Presentation of Claims & Financial Reports - Motion to approve by Kathy, seconded by Mike. All in favor.

- V. Director's Report -
 - A. Friends of the Library
 1. The FOL Board met November 14, 2023 for their monthly meeting.
 2. The FOL book sale made over \$1000

 - B. Programs
 1. The POET Tower Garden is here, installed, and growing a variety of herbs and lettuces! It was assembled by the Homeschool Science group with the assistance of Geoff Schortgen of Purdue Extension of Wabash County. The Tower Garden is located next to the free book shelf.
 2. Diane and Sarah were honored to receive the 2023 Friends of Wabash Extension Award for the way their partnership has expanded programming opportunities for PEWC. NMPL has currently scheduled monthly visits from Geoff, Mindy, and Jessi of Purdue Extension (beginning November 20) that will give patrons the opportunity to learn about everything from Native Birds to Heart Health to Cooking.
 3. Molly and Sarah began visiting area businesses to request donations for Winter Reading: The Polar Express. Last year 46 different businesses contributed.
 4. The Community Foundation of Wabash County's crowdfunding campaign is live: Visit <https://cfwc.fcsuite.com/erp/donate/list/grant> and scroll down until you find the North Manchester Public Library's catalog. NMPL hopes to raise \$750 in one quarter to purchase interactive play equipment for use in the library. The funds will be used to restock the ball pit, purchase additional corn hole boards, buy a soccer ball and collapsible goals and more.

5. Babytime has been going strong for 2 months now and Molly says the comments are just amazing to hear. "I love that I can bring my baby to a safe place to play and I have a chance to have adult conversations."
"It gets lonely being a stay at home mom, I look forward to babytime more than my baby does."
"It's nice to know and get connected to the other parents and develop those relationships."
"Man I couldn't ever get my child to nap, but once Molly gets them, they snooze it up."
Molly loves instilling the love for books early for the babies.
6. NMPL had our first ever "Tea and Biscuit Book Tasting". Patrons who rarely come to programs showed up and had a lot of fun. Participants loved the "literary speed dating" format, where they got to "taste" a new title for 5 minutes. At the end of the 5 minutes, a bell went off, and they decided whether they wanted to take the book home, or pass it on. Readers got to peruse multiple titles and everyone found at least one book to take home! The hot tea and homemade biscuits from The Brist-ish Baker were the perfect finishing touch on the evening.

C. Buildings & Grounds

1. The Shambaugh quote for the five year test for the compressor system entails a flush of the sprinkler mains in the attic. The cost is \$8,569.00. With the approval of the Library Board, this project will not occur until 2024 in suitable weather as this will entail running fire hose up to, and down out of the attic through a door to the outside of the building. It will take two to three days to complete. It is recommended that the library be closed on day two.

D. Personnel

1. N/A

E. Technology

1. N/A

F. General Information

1. Kayla and Diane virtually attended the annual Bookkeeping and Annual Report Workshop on October 26th.
2. Diane attended the Director's Roundtable at the Marion Public Library on November 2nd.
3. The Pollinator Educators Group met October 24th.

VI. Old Business

1. N/A

VII. New Business

1. Audit Update from Kayla Fletcher -

One note regarding a possible exception from the audit as follows...

Due to the emergency nature of the COVID pandemic, concerns regarding the June 2020 disbursement from the county was brought up by the prior bookkeeper. She sought a request to transfer money from LIRF to the Operating Budget as a placeholder. The appropriate SBOA process for requesting or moving the funds was not followed, and the auditor has questioned the transfer. Documentation on the transfer was provided to the auditor, and it was found that the director/board signed voucher was not completed correctly, and a new voucher was created, but never presented to the board/director.

Proper SBOA process requires this type of transfer to be brought to the board via an Emergency Transfer Resolution, and for the funds to be reappropriated with the State. When the funds were placed back into LIRF, a standard Transfer Resolution should have been completed, and the funds reappropriated back to LIRF. It is also best practice to have any updated vouchers signed by the board/director. An audit exception from this error is expected.

2. Motion to adjust Bookkeepers PTO time to 25 hours so as to be one week of vacation. Motion to approve by Kathy, seconded by Tim. All in favor.
3. 2024 Anthem IPEP quote - 5% increase for 2024. Motion to approve by Heather, second by Vicki. All in favor.
4. The Meeting went into executive session to discuss the search for the new director.

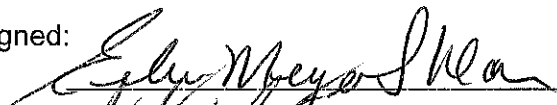
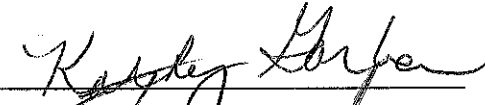
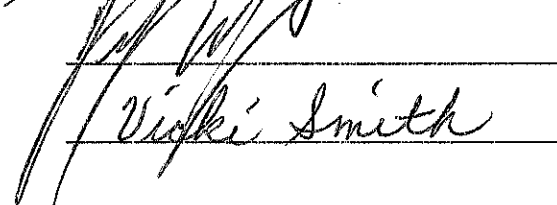
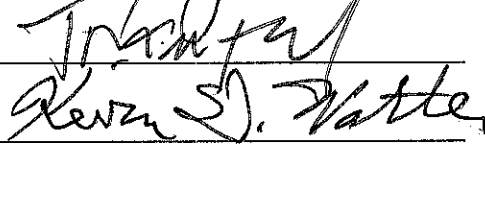
VIII. Questions & Comments from the Board - Tim asked if there was a staff holiday party this year. The board was invited to contribute financially to purchase drinks and place settings.

IX. Adjournment - Motion to adjourn by Kathy at 7:53pm; seconded by Heather. All in favor.

Next Board Meeting - December 21st at 6:30pm in the Blocher Community Room

Approved by the Board on 12/21/2023

Signed:

 _____	 _____
 _____	 _____



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