

Gas City-Mill Township Public Library
Minutes of the Board of Directors Meeting
Held December 17, 2019

Call to Order:

The Gas City-Mill Township Public Library Board was called to order on December 17, 2019 at 6:45 pm by President Candace Eck in the library meeting room. In attendance were President Candace Eck, Vice President Carolyn Gaskin, Treasurer April Dickey, Member Tim Luckey, Member Teresa Fratus, Member Mary Stultz, Director Jessi Brown, and Business Manager Jennifer Vermilion. ~~Mary Stultz~~ served as secretary in the absence of Theresa Leffler. Teresa Fratus

Minutes:

The minutes of the November 19, 2019 Board of Directors meeting was approved on a motion by A. Dickey and a second by M. Stultz. The motion was unanimously approved.

Reading of the Treasurer's Report:

A. Dickey presented the treasurer's report. See attached.

Approval of the Bills:

Claims numbering 566-614 were presented for approval. On a motion by C. Gaskin and a second by A. Dickey, the claims were unanimously approved.

Report of the Librarian:

Director J. Brown presented the librarian's report. See attached.

Committee Reports:

No committee reports were heard.

Communications:

There was a letter from Mutual Bank discussing their merger with Northwest Bank. Mutual Bank is where our CD is held.

Unfinished Business:

- a. Imagination Library. J. Brown had spoken with the State Library and the library is able to pay for the program. Fundraising for the program will still be attempted. The goal is for the program to kickoff with summer reading. Guidelines were discussed, offering this to our service area only. Also, not requiring parents or participants to have a library card.

- b. Board Renewal Updates. Lucas Moon was selected by the school system to replace Candy. Mary has been renewed and Jessi is still waiting to hear back regarding Tim's renewal.
 - c. Other.
- None.

New Business:

- a. Expenditure Approval, New Server. 1 server needs replacing. We have a quote from Chester for \$9,544.00. This will become our main domain controller server and the other server will be used as a redundancy in case of server failure. T. Fratus motioned, M. Stultz seconded. The motion was unanimously approved.
- b. Rainy Day Transfer. A resolution was passed around to transfer \$10,000.00 from our operating fund to our Rainy Day Fund. M. Stultz moved to approve the transfer with C. Gaskin seconding. The motion was unanimously approved.
- c. CD Renewal. The CD at Mutual Bank will be up on December 26th. The \$30,000 CD will be reinvested at Mutual Bank. A. Dickey motioned and T. Luckey seconded. The motion was unanimously approved.
- d. Fines on Children's Materials. The Material Loans Policy was submitted to the board with the changes of all children's print materials becoming fine free. Patrons will still be notified of overdue materials and the item will go to lost after 45 days as before, however fines will not be charged. A. Dickey motioned and C. Gaskin seconded. The motion was unanimously approved.
- e. Other. There was an update from Jessi notifying the board regarding a recent absence she had due to a family emergency. Jessi also discussed a money shortage that had happened earlier that day. Changes about internal controls are being made to help prevent this from happening again were discussed. She also has notified the State Board of Accounts as per procedure for the Materiality Threshold Policy.

Public Input:

No members of the public gave input.

Adjournment:

The meeting was adjourned at 7:56pm.




