

Boswell Public Library Board Meeting

October 15, 2024 - MINUTES

5:30 pm

Present: Jamie Barrett, Deb Orr, Vicki Goodwine, Teresa Clawson, Marie Brown

Absent: Bethany Abbott, Deb Shepperd, George Doeden

1. Call to Order
2. Public Forum, no one came.
3. Approval of Minutes, **Motion: Vicki, Second, Teresa, Approved.**
4. Approval of Vouchers & Treasurer's Report
 - a. Lisa from AVC sent an explanation about the CDs not being listed in the regular reports: "in fund accounting, funds and bank accounts are not inter-related. You could have your money from a fund spread between 10 different bank accounts and the fund balance would still be the same. When you move money between bank accounts (checking, saving, investments, CDs, etc) that does not move it out of the fund it just physically puts the money somewhere else but it still belongs to that fund. The thing that is important on the financial report is that the fund balance and the bank balance balance."
 - b. Motion: Teresa, Second, Deb, Approved.**
5. Director's Report
 - a. Statistics for September
 - i. Adult book circulation is up this month, 187, 2023 vs 268, 2024.
 - b. Training: Disposal of Nonpermanent Records
 - c. Professional Meeting: Indiana Public Library Directors ILF
 - d. Trust Indiana, Cindy Barger presenting 11/19
 - e. Governance & Management Board Training, 1/21, 4:45 pm
 - f. Vice President sign off on Marie's Work Hours
6. Unfinished Business
 - a. Martha Salla hired as bookkeeper
 - b. Long Range Plan ends 12/31/24
7. New Business
 - a. Close on Saturday July 5, 2025 in addition to Friday July 4, 2025. **Motion: Deb, Second, Vicki, Approved.**
8. Review: Finance & Investment Policy, p 13
 - a. **Update needed:** Funds received by the library shall be deposited in a designated depository at Farmers and Merchants Bank at a minimum of once each week, unless \$500 or higher is received. (Updated 10/16/18)
Update to: Funds received by the library shall be deposited at Farmers and Merchants Bank at a minimum of once each **month**, unless \$500 or higher is received. **Motion to update, 1st reading, Motion: Vicki, Second, Deb, Approved.**
9. Adjournment. **Motion, Teresa, Second, Deb, Approved.**

Next meeting: Tuesday, November 19th at 5:30 pm

Minutes taken by Marie Brown