

Daugherty Public Library

Feb. 13, 2018

Meeting opened at 7:04 pm by Monte

Present: Monte Miller, Alice Stanger, Marlene Kolbe, Kim Kuni, Carol Brockmeyer, Lucas Row, and Sheryl Frierdich

Luke walked as we were opening, so we started with him reviewing our audit from Fick, Eggemeyer, and Williams. Five Control Recommendation were made to help us be more efficient, secured, and transparent.

- Change format of accounting to Quick Banking (Carol was already in the middle of doing that)
- Have 2nd board member reconcile bank account and initial each month
- Make a capitalization threshold policy that purchases above \$5,000 - \$10,000 with a useful life of one year or more be capitalized (board approved first). If the expenditure does not meet capitalization policy, it should be an expense.
- Transfer authority to the Treasurer and other board members to track online banking
- Maintain personnel files in a locked filing cabinet
- Collecting 99% of real estate taxes
- Ask Mark about Levying S.S. and FICA for more income
- Recommend auditing every year (doing)

Sheryl read January's minutes Kim motioned to accept and Alice 2nded

Carol read the Director's Report

- \$300 Donation from ~~Rotary~~ (Thanks Marlene)
- Vickie Keeley won the \$100 Pot Shot *donated items fundraisers*
- Still waiting for state to release per capita grant money year 2017
- Copies of Donations Policy and Library Programming Policy given to review and accept at Mar. meeting
- Township cut damaged tree out front
- Discussed creating a Policy for children who are coming over after school and are too loud, disruptive, and destructive. If a child is asked to leave the library, they are not allowed back in for a week. Monte motion Kim seconded and all agreed

Lions club having a trivia night Mar. 10th \$8 a table, 8 people to table

Kim motioned to adjourn Sheryl 2nded

8:11 Monte Motioned to open the trust Sheryl 2nded

No Business

Kim motioned to adjourn Alice 2nded