

**Library Board Meeting**  
**Date: September 9, 2024**  
**7:00 p.m.**

**Room: Meeting Room A**

**Call to Order: 7:05 p.m. by Ann Stanchina**

**Type of Meeting: Regular Business Meeting**

**Presiding Officer: Ann Stanchina**

**Quorum: Yes**

**Trustees Present: Melissa Wallace, Jamie Baker, Ann Stanchina**

**Also Present: Denise M. Keene, CPA; Jeff Gurnee, KDLA Consultant;**

**Angie Gabbard, Amy Coghill**

**Community Comment:** None

**Agenda Approval and Adoption:**

Motion: Jamie Baker

Second: Melissa Wallace

Motion Carried: Yes

**Secretary's Report:** Melissa Wallace

Amendments: None

Motion: Jamie Baker

Second: Melissa Wallace

Motion Carried: Yes

**Treasurer's Report:**

Questions/Amendments: Employee, Travis, added as a notary. Bond will be added later.

Motion: Jamie Baker

Second: Melissa Wallace

Motion Carried: Yes

## **Business:**

- a. 2023/2024 Audit: Denise Keene presented report of the 2023/2024 audit of the GCPL. She reported the following:
  1. Amy Coghill is well organized.
  2. Pat Goodman did a wonderful job of summarizing the activities for the last year.
  3. Payables are up-to-date.
  4. The largest revenue is from taxes.
  5. Expenditures were in line with last year.
  6. New roof this year.
  7. The library received more than budget. Spent less than budget.
  8. The library's portion of pension went down.
  9. There were 3 checks over \$2500 with only one signature. Policy requires 2 signatures for checks over \$2500.
  10. Operations Manual requires a formal bid process for over \$20,000. This is not being followed. Purchase of furniture and roofing were over \$20,000, but were not bid.

Motion to approve audit: Jamie Baker

Second: Melissa Wallace

Motion Carried: Yes

## **Discussion:**

- The Operations Manual will be updated at the model procurement amount for bids and the travel reimbursement will be changed to "quarterly".
- Discussion was had regarding the need for more detailed financial discussion reflected in the board minutes.
- Discussion was had regarding library's bank accounts. Motion and actions tabled until an opportunity arises when library's accounts require refinancing.
- Staff Salaries: Tabled this discussion until more board members are present and Pat will get stats from comparable surrounding county libraries. Ann asked if he could also obtain the surrounding countries' occupation tax rates. Pat noted that he believed, we are the highest.

## **Policy Review:**

- a. **Update Library Operations Manual 10.1 to reflect current KDLA purchase/bid limit:** The Operations Manual will be reviewed in October and changes voted on in November. The Personnel Policy Manual will be changed to have travel reimbursements changed to "quarterly".

## **Reports:**

Director's Report:

Discussion was had concerning entries being placed in the "suggestion jar". It was reported that none had been submitted in the last two months.

The library will be present at the Marigold Festival. They will have pencils and bookmarks.

The library will participate in the Country Christmas event. Possibly one of the Youth Services staff will read ***The Night Before Christmas***.

Regional Report: not included

**Correspondence:** none

**Board Member Comment:** none

**Next Board Meeting:** October 14, 2024 at 7 p.m.

**Adjournment:**

Motion: Jamie Baker

Second: Melissa Wallace

Motion Carried: Yes

President \_\_\_\_\_ Secretary \_\_\_\_\_