**GRANT COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**REGULAR BUSINESS**

 **September 9, 2019**

**Call to order:** 7:05 pm Local History Room

**Type of meeting:** Regular Business

**Presiding Officer:** Bill Oliver, Board President

**Quorum:** Present

**Trustees Present:** Bill Oliver, Jean Payak and Cara Copes

**Also Present:** Susan Nimersheim, Director; Amy Coghill, Administrative Assistant; Kristie Henry from Heritage Bank and Denise Keene, CPA

**Absent:** Paul Messner and Matthew Smith

**Agenda approval and adoption:** A motion was made by Jean Payak to ammend and approve the agenda after adding discussion of the annual report as item ‘e’. The motion was seconded by Cara Copes and motion carried.

**Public Comment:** None

**Secretary’s Report:** The August 2019 minutes were reviewed and the report was approved upon a motion made by Jean Payak and a second by Cara Copes ; motion carried. The minutes from the September 3, 2019 special meeting were also reviewed and approved on a motion by Jean Payak and seconded by Cara Copes. Motion carried.

**Treasurer’s Report:** The August 2019 Financial Report was reviewed and presented. The report was approved upon a motion made by Jean Payak and a second by Cara Copes. Motion carried

**Business:**

1. Kristie Henry from Heritage Bank was present to get board member signatures for cards for all the new accounts since moving the library’s funds from Forcht Bank to Heritage Bank.
2. 2019 Audit Report – Denise Keene presented her findings from her yearly audit of the library. As a whole, she was very complimentary of the library’s record keeping. She suggested we continue to approve upon our tracking of credit card receipts, but said we do a very good job of monitoring our finances. Jean Payak made a motion to accept the auditor’s report and Cara Copes seconded it. Motion carried.
3. A motion was made by Jean Payak to transfer $363,324.55 from the Operating Account to the Contingency Account to build the Contingency Fund back. Seconded by Cara Copes. Motion carried. Another motion was made to transfer $163,700.00 from Debt Service Account to Operating Account by Jean Payak and seconded by Cara Copes. Motion carried.
4. Construction update – Susan is still holding the last payment to Ashley Construction as there are still several small, unfinished items. No one from Ashley has been to the library lately to wrap up these issues.
5. Annual Report – Susan sent the annual report to the State Department of Libraries. Chris Bischoff had no additional questions for Susan or the board. Cara Copes moved to accept the report and Jean Payak seconded. Motion carried.

**Policy Review:** None

**Reports:**

1. Director’s Report – Susan presented her report for August 2019.
2. Regional Report – Susan also presented the Regional report as Chris Bischoff was unable to attend.

**Correspondence:** None

**Board Member Comment:** Bill Oliver mentioned that we might want to consider offering passport processing at the library

**Adjournment:**  Motion made to adjourn by Jean Payak and seconded by Cara Copes. Adjournment at 8:09 pm

**Next Board Meeting:** Monday, October 14, 2019

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President Secretary