Morrisville Public Library Board of Trustees

Special Meeting

October 2, 2014

Members present: Gloria Hart, President; Audrey Howard, Vice President, Cathy Warner, Secretary; James Nutt and Kevin Rounds, Trustees and Michelle Rounds, Library Manager

Members Absent: Cynthia Busic-Snyder, Trustee and Kara Nutt, Financial Officer

Public Present: Ross Whitford

I. The meeting was called to order at 6:30pm

II. Cash Register
   a. The one we were looking at to purchase is no longer available
   b. The one we are currently looking at will work better for us.
      i. It has more options and an SD slot to pull reports
   c. Motion was made to purchase the Cash Register from Amazon
      i. Made by Audrey Howard
      ii. 2nd by Jim Nutt
      iii. Vote
         1. Passed

III. Procedures for adoption (with a 6 month window to completely switch over)
   a. Cash Disbursement Procedures
      i. Motion made to adopt the Procedure with the corrections for the new register
         1. Motion by Jim Nutt
         2. 2nd by Kevin Rounds
         3. Vote
            a. Passed
   b. Cash Receipts Procedures and CPA Procedures
      i. Motion was made to adopt both procedures
         1. Motion by Jim Nutt
         2. 2nd by Kevin Rounds
         3. Vote
            a. Passed
   c. Vouchers
      i. Motion was made to adopt vouchers
         1. Motion by Kevin Rounds
         2. 2nd Jim Nutt
         3. Vote
            a. Passed
   d. Daily Cash Report Form
      i. Motion made to accept the form
         1. Made by Jim Nutt
         2. 2nd by Kevin Rounds
3. Vote  
   a. Passed  

e. Weekly Cash Recovery Form  
   i. Moved to accept the form  
      1. Made by Jim Nutt  
      2. 2nd by Audrey Howard  
      3. Vote  
         a. Passed  

f. Budget Codes  
   i. Moved to establish the budget codes  
      1. Made by Jim Nutt  
      2. 2nd by Audrey Howard  
      3. Vote  
         a. Passed  

IV. Contingency Fund  
   a. Motion made to move $5000.00 from savings to a Contingency fund to cover overages  
      i. Moved by Cathy Warner  
      ii. 2nd by Kevin Rounds  

V. New Business  
   a. Cathy discussed raffling off passes for Lights on the Lake for a Thanksgiving raffle.  
      i. The price of the tickets are 1 for a $1.00 or 6 for $5.00  
      ii. The Drawing will run from November 3rd till November 24th.  
      iii. The drawing will be on November 24th at 6:30pm  
   b. The motion was made to see if we can get 3 car passes to raffle off  
      i. Moved by Audrey Howard  
      ii. 2nd by Jim Nutt  
      iii. Vote  
         1. Passed  

VI. Gloria moved to hold an Executive Session at 6:44pm  
VII. Jim Nutt Moved to take us out of Executive Session at 7:00pm  
VIII. Since the recent outbreaks in the community we will follow the recommendations of the Department Health until the establishment of a Disaster Plan.  
    a. Moved by Cathy Warner  
    b. 2nd Gloria Hart  
    c. Vote  
       i. Passed  

IX. The Meeting was closed at 7:15pm  
   a. Moved by Jim Nutt  
   b. 2nd Kevin Rounds  
   c. Vote  
      i. Passed