

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. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> by Kevin Rounds
      3. Vote
        - a. Passed
  - c. Vouchers
    - i. Motion was made to adopt vouchers
      1. Motion by Kevin Rounds
      2. 2<sup>nd</sup> Jim Nutt
      3. Vote
        - a. Passed
  - d. Daily Cash Report Form
    - i. Motion made to accept the form
      1. Made by Jim Nutt
      2. 2<sup>nd</sup> by Kevin Rounds

- 3. Vote
      - a. Passed
  - e. Weekly Cash Recovery Form
    - i. Moved to accept the form
      - 1. Made by Jim Nutt
      - 2. 2<sup>nd</sup> by Audrey Howard
      - 3. Vote
        - a. Passed
  - f. Budget Codes
    - i. Moved to establish the budget codes
      - 1. Made by Jim Nutt
      - 2. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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 3<sup>rd</sup> till November 24<sup>th</sup>.
    - iii. The drawing will be on November 24<sup>th</sup> 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> Gloria Hart
  - c. Vote
    - i. Passed
- IX. The Meeting was closed at 7:15pm
  - a. Moved by Jim Nutt
  - b. 2<sup>nd</sup> Kevin Rounds
  - c. Vote
    - i. Passed