

Garrett Public Library
BOARD OF TRUSTEES MINUTES
July 12, 2016

- I. The meeting was called to order by President Ryan Myers at 6:30 p.m. Others in attendance were Todd Custer, Louise Hamm, Todd Miller, Tonya Weaver and Ethel Yoder along with Director Matthew Etzel. Mary Placencia was absent.

- II. **Secretary's Report**
With a motion by Ethel Yoder, second by Todd Custer, and vote taken, the Minutes of the June 14, 2016 Board Meeting were unanimously approved.

- III. **Financial Report**
 - A. The Register of Claims and financial reports were reviewed and discussed. A question about the landscaping service was brought to the Boards attention. Matt Etzel will contact our service provider to inquire about the contracted services. With a motion by Ethel Yoder, second by Lou Hamm, and vote taken, the Register of Claims was unanimously approved.

- IV. **Other Business**
 - A. Matt Etzel explained the Garrett Public Library 2017 Proposed Operating Budget. He highlighted the following adjustments and the reason to support each change. There is an increase in the area of personal services of 8%. The total budget for office supplies remains the same. Matt also explained there is an increase of \$1,500 in the area of ebook services. Lou Hamm inquired about the deduction in gas/water/electric. Matt explained that the totals in the budget reflect actual usage. The janitorial services have been adjusted due to the hiring of an employee for this purpose. Children's books have been increased due to the circulation stats. Automation will be decreased by \$7,000 due to moving away from TLC services and a change due to Evergreen. The total proposed operating budget comes in at \$743,315. The Board thanked Matt for his work and asked him to proceed with the budget process.

 - B. Matt Etzel shared information on the use of Rainy Day Funds and LIRF. LIRF funds are typically used for Capital Projects, while the Rainy Day fund is used for emergency situations. Todd Custer shared his research regarding the use of Rainy Day and LIRF Funds. The Board discussed both funds and their use. The Board agreed to the transfer into Rainy Day as proposed. The Board will continue to research these funds and their use.

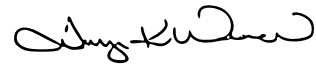
 - C. Matt Etzel shared information regarding internal controls, the recommended policy, and the resolution. The Board believes internal controls are a vital and necessary part of local government accountability and transparency. The Board also believes that internal controls are an ongoing process and is the responsibility of the Board, the Director, and all library staff. With a motion

by Tonya Weaver and second by Todd Miller, the resolution was unanimously approved.

- D. Matt Etzel shared the process for our Evergreen transfer. The Library will be closed on July 29 and 30, 2016 for training and for the physical transfer to Evergreen. The official kick-off utilizing the new system will be August 1, 2016.
- E. Lou Hamm noted the monthly stats increased in almost every area. Congratulations to the Library on continuing to service our patrons.

The board meeting was adjourned at 7:33pm by President Ryan Myers.

The next regular board meeting will be August 9, 2016 at 6:30 p.m.



Tonya Weaver, Secretary