

LIBRARY BOARD MEETING MINUTES GARDEN CITY, MICHIGAN Approved

LIBRARY BOARD MINUTES FROM 12/08/2020

CALL TO ORDER

The meeting was called to order at 7:00 p.m. Present via Zoom were Board Members; Nancy Bailey, Lynn Cox, Millie Tyszkiewicz, Drew McMechan, Janet Smith, Paul Werhane, and Director James Lenze

Guest: Lynn Hamann, Barb Reddy, Kim Poma

Absent:

APPROVAL OF MINUTES

It was moved by Board Member J. Smith, supported by Board Member M. Tyszkiewicz. Resolved: to accept the minutes of the Library Board meeting of **Tuesday, November 10, 2020**

Vote: Aye 6, Nay 0, Abstain 0

Passes 6-0 unanimous

It was moved by Board Member M. Tyszkiewicz, supported by Board Member D. McMechan. Resolved: to accept the minutes of the Library Board meeting of **Wednesday, December 02, 2020** without detailed public comments, in keeping with Robert's Rules of Order.

Vote: Aye 6, Nay 0, Abstain 0

Passes 6-0 unanimous

DIRECTOR'S REPORT

It was moved by Board Member D. McMechan, supported by Board Member J. Smith. Resolved to accept the Director's report for the month as presented.

Vote: Aye 6, Nay 0, Abstain 0

Passes 6-0 unanimous

BILLS

It was moved by Board Member D. McMechan, supported by Board Member M. Tyszkiewicz. Resolved to accept payment of monthly bills as presented

Vote: Aye 6, Nay 0, Abstain 0

Passes 6-0 unanimous

UNFINISHED BUSINESS

Lease and Fiscal Agency Agreements:

It was moved by Board Member D. McMechan, supported by Board Member J. Smith. Resolved to authorize President Werhane, Board Member McMechan, and Director Lenze to contract with an attorney to represent the Library for all legal library matters.

Vote: Aye 6, Nay 0, Abstain 0

Passes 6-0 unanimous

NEW BUSINESS

Transfer of Funds:

It was moved by Board Member D. McMechan, supported by Board Member J. Smith. Resolved to inform the City Treasurer in writing that effective December 9, 2020, no funds are to be transferred from the Library Fund (790), the Library Building Fund (471), the Library's Reserved Funds, or any other fund credited to the Library which exists or may be created in the future, without a signed voucher authorizing said transfer. This includes, but is not limited to, payments to the City for utilities, telephone, Toshiba copier lease, and fees agreed to under our Lease Agreement and Fiscal Agency Agreement. Each and every transfer must be individually and explicitly authorized by a signed voucher. The only exception to this rule is the automatic transfer of the end of year of "revenue in excess of expenditures" which gets transferred into the Library's Reserved Funds. The City's standard "Check Request Form" is an acceptable form for the voucher, and may be submitted in paper form, or via fax or email, provided it bears the signature of the Library Director, Youth Librarian, or Board President. Likewise, Timecards and Full Time Employee Timesheets are acceptable as vouchers for all ordinary personnel expenditures, provided they bear the signature of the Library Director, Youth Librarian, or Board President. Nothing in this motion is meant to imply any willful mismanagement of Library funds by the City Treasurer's office or staff.

Vote: Aye 6, Nay 0, Abstain 0

Passes 6-0 unanimous

OTHER BUSINESS

None

PUBLIC COMMENT

Comments were made by Lynn Hamann, and Kim Poma,

ADJOURNMENT

The meeting was adjourned at 7:15pm

Next Meeting: **Tuesday, December 08, 2020 at 7:00 PM.**