

# Manchester District Library

## Meeting Minutes

### January 22, 2018

Call to order 7:09 pm

Introduction: Susan Layher as the new representative of Freedom Township

Attendance: Gerianna Cooley-Howard, Matt Cook, Janet Davis, Susan Layher, David Nelson, JoAnn Okey

Absence: Fritz Swanson

Approval of agenda

Motion: Seguin

Second: Cook

Motion passed unanimously

Approval of minutes

Motion: Cook

Second: Seguin

Abstain: Layher

Passed

Correspondence None

Public comment None

Director's report Attached

Financial report

Nelson reviewed the financial statement and noted that two new CD's were opened as previously discussed.

Motion: Seguin

Second: Layher

Motion passed unanimously

Committee report

The Policy committee reviewed the policies posted on the web site and offered no additional suggestions for improvement.

Old business None

New business

Audit review

Reviewed auditors suggestions for improvement. Two suggestions had already been implemented. We need to look at GASB updates for examples of Capital Asset policy and to update/ strengthen investment policy by referring to Jans to make it more stringent.

#### State of Concern policy review

The statement of concern posting under policies is in fact an administrative procedure. It was removed from the policy heading.

#### Policy publishing history

Sequin presented a history and review of all policies. It is noted that some policies appear on-line and others do not. It was decided to publish all policies that pertain to the public on the website and to remove staff policies to avoid confusion.

#### Policy policy

Motion: Sequin

“It shall be the policy to publish policies in the Policy Book and on the Manchester District Library website. The Director shall see that this is done within 30 days of Policy passage.

#### February New Business

The Policy policy motion will be reviewed and called to a vote during the next meeting.

Review policies:       Remote Attendance  
                                  Money Handling  
                                  Fund Balance

Adjourn 8:08

Motion: Sequin

Second: Cook

Motion passed unanimously