

MPL Board of Trustee Meeting  
June 6, 2016  
Bonita Marley Community Room  
 Mooresville Public Library

President Lynn Adams called the meeting to order Monday, June 6, 2016 at 6:03p.m. In attendance were the following Trustees: Lynn Adams, Steve Saucerman, Don Stultz, Pat Penna, Tim Corman and Jacque Swisher. Not in attendance was Steve Oschman. Representing staff: Diane Huerkamp, Director; and Sharon Hicks, Business Manager. Also attending the meeting was Ron Hawkins, Reporter for the Mooresville-Decatur Times.

Minutes

Lynn Adams moved to approve the minutes of the May 2, 2016 Board of Trustee meeting as written. Tim Corman seconded the motion. The minutes were approved with no additional discussion.

Financial

Steve Saucerman moved to accept all claims submitted for the month of May in the amount of \$263,854.77. He noted a bond payment in the amount of \$190,500 was part of the total. Pat Penna seconded the motion and the motion was carried.

Diane Huerkamp briefly reviewed the proposed 2017 Budget and Salary Resolution. She is proposing a 2.8% increase in the overall budget from 2016.

Building & Grounds Committee

Steve Saucerman reported the new employee door was installed last Thursday and under his supervision. Landscaping was being done at the same time. He also said the sealcoating is scheduled to be started on Thursday, June 9. In addition, the drop box is scheduled to be removed by Overton Tool & Die on June 20 for repairs.

Evaluation Committee

No Report

Policy Committee

Tim Corman introduced for final review the changes made to the Employee Handbook. He made a motion to adopt these changes as written; Jacque Swisher second the motion, and without further discussion, the changes were approved. Diane Huerkamp mentioned that the Employee Handbook is a "living document" and that the changes made put us in compliance with current laws and regulations. As changes are made to these laws and regulations, so changes will be made to the Handbook.

Diane Huerkamp introduced a new policy being mandated by Indiana Code. This new policy of Internal Controls is simply a statement in writing of how current financial, communication, and other activities are being processed. The Threshold of Materiality Policy (part of Internal Controls) sets a minimum

\$500 loss, shortage or theft of cash or non-monetary assets. Finally, a Resolution for Library To Establish Internal controls was submitted for approval.

Don Stultz made a motion to approve the Resolution For Library To Establish Internal Controls. Steve Saucerman second the motion and the Resolution was approved. All in attendance signed Aye to the Resolution.

Steve Saucerman made motion to establish Internal Control for MPL and approve the Internal Control Policy as written. Tim Corman second the motion, and the motion carried

Don Stultz made motion to approve the Threshold of Materiality Policy as written. Pat Penna second the motion and the motion carried.

#### Technology Committee

Diane reported an increase in wireless and computer usages of 52%

#### Old Business

None

#### New Business

Diane Huerkamp reported the General Assembly passed changes to the LOIT distribution of excess funds which resulted in a one-time distribution of \$131,157.43 issued to MPL. These funds were deposited to our Rainy Day account as required.

She also reported receiving a report from the Community Foundation of Morgan County. The balance in the Cook Endowment is \$1,609,915.09.

She briefly described the Bicentennial activities recently hosted at Mooresville Public Library and offered praises to all that helped make it possible and successful. In addition, she asked all board members to review Kudos to Staff in the Librarian's Report distributed.

#### Adjournment

Lynn Adams announced the next Board of Trustees meeting is scheduled for Monday, July 11, 2016, at 6:00 p.m. The meeting was adjourned at 6:52 p.m.

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Lynn Adams, President

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Steve Oschman, Secretary

Respectfully submitted, Sharon Hicks, 6-6-16