



**Ohio Township Public Library System
Board of Trustees
Regular Monthly Meeting
November 18, 2016**

Trustees Present: K. Bartelt, B. Larson, S. McCool, J. Sims
Trustees Absent: B. Mathis, K. Rowe, J. Selby
Staff Present: T. Smith, Director
Others Present:

In accordance with advertisement, the Ohio Township Public Library System Board met in regular meeting at 5:00 p.m. at the Bell Road Library, B. Larson presiding.

- 1) **Minutes.** K. Bartelt moved to approve the October 18, 2016 minutes. J. Sims seconded the motion. Motion carried.
- 2) **General Public Forum.** None
- 3) **Information Items.** Trista reminded the Board that there will be a marketing plan session at the library on November 17th, she reported on attending ILF, she told the Board that the Friends of the Library brought in \$2500 in their silent auction, and she discussed the Library's annual Staff Day.
- 4) **Financial Report.** The November Financial Report was presented. J. Sims made a motion to file the report for audit. K. Bartelt seconded the motion. A copy of the Financial Report is attached to the minutes in the office.
- 5) **Bills.** K. Bartelt moved to approve the bills in the amount of \$31,396.70. J. Sims seconded the motion. Motion carried. A copy of the bills document is attached to the minutes in the office.
- 6) **Personnel Report.** J. Sims moved to approve the November Personnel Report. K. Bartelt seconded the motion. Motion carried. A copy of the Personnel Report is attached to the minutes in the office.
- 7) **Adopt Updated Personnel Policy.** K. Bartelt motioned to adopt the updated Personnel Policy. J. Sims seconded the motion. Motion carried.
- 8) **Adopt Internal Controls Policy.** S. Mccool motioned to adopt the Internal Controls Policy. K. Bartelt seconded the motion. Motion carried.
- 9) **Approve Transfer of Appropriations for Library Operating Fund.** J. Sims motioned to approve the transfer of appropriations for the Library's operating fund. K. Bartelt seconded the motion. Motion carried.
- 10) **New Business:** None
- 11) **Next meeting.** December 20, 2016 at 5 pm.
- 12) **Adjournment.** Meeting adjourned.

B. Larson, President

J. Selby, Member

J. Sims, Vice President

B. Mathis, Member

K. Rowe, Treasurer

S. McCool, Member

K. Bartelt, Member