

Nortonville Public Library  
Board Meeting Minutes  
February 24, 2016

Members present: Sarah Diehl, Megan Higley, Vernon Kraxner, Amanda Noll-Rice, Pete Scott (Mayor), Tammy Wilson and Diane Trinkle (Library Director)

Absent: Elaine Scott

Michael Van Velzer arrived at 6:50 p.m.

**Call to Order:**

Megan called the meeting to order at 6:37 p.m.

**Minutes:**

Board members each read the minutes, silently.

- Sarah made a motion to approve the minutes.
- Amanda seconded the motion
- Motion passed

**Treasurer's Report:**

Changes needed (as per the auditor's report):

1. QuickBooks will be used to reconcile the checking account.
2. All disbursements, time sheets, bank statements, etc. should be reviewed and approved by an appropriate member of the board. The treasurer will initial and date bills.
3. Paychecks are not to be cashed until the actual date on the check.

- Sarah made a motion to accept the Treasurer's Report.
- Amanda seconded the motion
- Motion passed

### **Library Director's Report:**

- Received a grant for a 3D printer
  - January – circulated 1290 items
  - Collection size is currently 21,379 items
  - Resignation received from Elaine Scott
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- Amanda made a motion to approve the Director's Report
  - Sarah seconded the motion
  - Motion passed

### **Adjournment:**

- Amanda made a motion to adjourn the meeting
- Sarah seconded the motion
- Motion passed

Megan adjourned the meeting at 7:06 p.m.

Next meeting: Wednesday, March 30, 2016 at 6:30 p.m.

Submitted by: Tammy Wilson