

## ALICE BAKER MEMORIAL LIBRARY BOARD MEETING MINUTES approved

**Call to Order:** R. Spurrell called the meeting to order at 5:00 pm on December 19, 2024.

**Pledge of Allegiance:** R. Spurrell led the Pledge of Allegiance.

**Roll Call:** J. Kujawa, D. Knauer, M. Rice, M. Faretta, and R. Spurrell were all present. H. Lang and S. Kalnes were excused. Also present was library staff S. Lottes Johanson and Youth Services Librarian M. Michalik

**Discussion/action regarding the Check Detail Report:** M. Rice asked for clarification of who a few vendors were and if they were regular bills or unique bills. Motion by M. Rice to approve the Check Detail Report. Seconded by D. Knauer. Motion carried unanimously (5-0).

**Discussion/action regarding the Card Member Summary Report:** D. Knauer asked about the non-competitive grant line item. Motion by M. Rice to approve the Card Member Summary Report. Seconded by D. Knauer. M. Faretta asked for clarification about Yoto boxes and discs. Motion carried unanimously (5-0).

**Discussion/action regarding the A/P Aging Report:** R. Spurrell asked about the old entries from the startup funds. S. Lottes Johanson clarified those entries have been corrected. Motion by D. Knauer to approve the A/P Aging Report. Seconded by M. Faretta. Motion carried unanimously (5-0). D. Knauer asked about the donation by the library to the Rec Dept, R. Spurrell stated that would be for the publication and the library is shown as an ad in the publication.

H. Lang present at 5:22 pm.

**Discussion/action regarding the Monthly Financial Report:** There was general discussion trying to have everyone understand which report was being approved. D, Knauer asked why the lease copier expense was over 100% if it's set a contract fee. It will be reviewed if invoices were coded correct for the lease payment and for the copier fee payments. Motion by M. Rice to approve the Monthly Financial Report. Seconded by J. Kujawa. Motion carried unanimously (6-0).

**Discussion/action regarding the Monthly Banking report:** Motion by M. Rice to approve the Monthly Banking Balance Report. Seconded by H. Lang. Motion carried unanimously (6-0).

**Discussion/action regarding the Treasurer's Report:** Motion by D. Knauer to approve the Treasurer's Report. Seconded by M. Faretta. Motion carried unanimously (6-0).

**Discussion/action regarding the Reconciliation Report:** H. Lang asked for clarification on that the journal entries are for. R. Spurrell asked about the card payment and interest that are showing as deleted in the beginning of the report, yet where entries later in the report. Clarification was the entries were entered twice, R. Spurrell stated it shows as a cleared payment and as an un-cleared payment and it needs to be researched more. Motion by D. Knauer to approve the Reconciliation Report with the stipulation the card member payment in the un-cleared section be investigated and fixed. Seconded by M. Rice. Motion carried unanimously (6-0).

**Discussion/action regarding the Separately Funded Programs Report:** M. Rice asked what this report was for because he doesn't understand. R. Spurrell stated it was to track how the reserves are spent for accounting reports for Bridges. D. Knauer stated reserves is a library policy and has nothing to do with Bridges. M. Rice reiterated he thought this was a useless report because the information is already in other documents but for the purpose of this meeting he'll make a motion for approval. Motion by M. Rice to approve the Separately Funded Programs Report pending clarification what the report truly means. Seconded by J. Kujawa. Motion carried unanimously (6-0).

**Discussion/action regarding the Request for Payment Report:** H. Lang asked what WRS was. Motion by D. Knauer to approve the Request for Payment Report. Seconded by M. Rice. Motion carried unanimously (6-0).

**Discussion/action regarding approval process for financial reports:** R. Spurrell stated at his first library board meeting he stated the financials should be separate from a consent agenda item. He tried to explain to the former Library Board President that the financials need to be approved by themselves, but it doesn't need to be each item by itself. A financial report can consist of more than one report. R. Spurrell suggested there is an approval for the Library Financial Report, the Library's accounts payables and the Library Board Treasurer Report. Motion by H. Lang for future agendas to have only line items for financial report, treasurer report and accounts payable. Seconded by D. Knauer. Motion carried unanimously (6-0).

**Adjourn:** Motion by M. Rice to adjourn. Seconded by M. Faretta. Motion carried unanimously (6-0). R. Spurrell adjourned the meeting at 5:43 pm.