

## **ALEXANDRIA-MONROE PUBLIC LIBRARY BOARD**

### **Meeting Minutes**

**June 9, 2016**

**MEMBERS PRESENT:** Bob Rogers, Shelby Thomas, LeeAnne Fisher, Pam Blake, Melissa Giles, Suzi Remington, Jennifer Ward and Montie Manning.

**MEMBERS ABSENT:** None

#### **CALL TO ORDER**

President Bob Rogers called the meeting to order at 6:05PM. Minutes of the previous meeting had been sent to each member prior to this meeting. Shelby Thomas mentioned that the minutes she received seemed to be missing information at the end. Melissa agreed to check the master document and correct the minutes as needed. *(Note\* The information left off was in regard to picnic planning. If anyone wishes a copy of that information I would be glad to provide it)* LeeAnne Fisher moved to accept the minutes; Pam Blake seconded. The motion carried unanimously.

#### **OLD BUSINESS**

- a. SBOA Internal Controls Webinar: Manning explained that the Board was required to watch this webinar in order to comply with SBOA regulations. The Board viewed and then discussed and signed off on the webinar from 6:10 to 6:45pm.
- b. Staff Picnic: Arrangements for the 1<sup>st</sup> Annual Staff Picnic were finalized.
- c. Rainy Day Fund Policy: Due to the webinar, this item will be moved to the July meeting agenda.

#### **NEW BUSINESS**

As part of the library's internal control processes the Board signed a Variance Policy that requires a cash loss greater than \$500 or equipment loss greater than \$2000 be reported to the SBOA. Shelby Thomas moved to approve the document; Suzi Remington seconded and the motion passed unanimously.

#### **LIBRARIAN'S REPORT**

Manning brought the Board's attention to the decrease in circulation noted on this month's report. He explained that he and the staff believe that the Summer Reading Program should help to raise these numbers.

#### **TREASURER'S REPORT**

The claims sheet was distributed for approval. Melissa Giles moved to pay claims 231-275; Pam Blake seconded and the motion passed unanimously.

#### **ANNOUNCEMENTS**

Montie will be out for training and meetings on June 14<sup>th</sup> and 15<sup>th</sup>.

Library closing early June for picnic.

Library closed Monday July 4<sup>th</sup> for Independence Day.

#### **ADJOURNMENT**

Melissa Giles moved to adjourn the meeting at 7:20pm, and Pam Blake seconded. The motion passed unanimously.

Respectfully submitted,

Melissa Giles, Secretary