

**Fraser Public Library**  
Board of Trustees  
Special Organizational Meeting Minutes  
June 4th, 2019

**Present:** Lorena McDowell-Director, Dana Usndek, Tina Bullis, Marlene Hoeft, Molly Christiansen (in part), Kathryn Parrott (in part)  
**Absent:** Michael Wettstein

**Call to Order:** Meeting was called to order at 3:20pm

The following policies were reviewed by the Board for the Fraser Library. These procedures will be followed after the separation from the City of Fraser:

**CREDIT CARD POLICY:** This policy was taken from the Birmingham Library. The credit card authorization will be held by the Director and President and the card is held by the director. The card shall have no monthly or annual fee. Reviewed member Parrott's correspondence. Vice President Bullis motioned to accept the policy. Member Christiansen seconded. All in favor. Motion carries.

**BANKING POLICY:** Motion to approve policy without changes made by Hoeft. Usndek seconds. Motion carries.

**INVESTMENT POLICY:** The Library must have an FDIC institution handling the accounts. The City of Fraser banks with PNC which is where the Library's accounts are currently located. SLC, who may do the Library's payroll, uses Huntington Bank. Hoeft motions to accept, Usndek seconds. Motion carries.

**FINANCIAL POLICY:** Corrections under Financial Principles. Policy amended to read "The Library primarily operates on an accrual accounting system. Bills are paid on original invoices only..." Under Sources of Funding it should read "Bequests, gifts and donations" Under Charitable Requests, change word from "any" to "other" charitable purpose. It should read FOR any other charitable purpose. Bullis motioned to accept policy with ammendments. Hoeft seconds. Motion carries.

**CASH HANDLING POLICY:** Usndek motions to accept without changes. Christiansen seconds. Motion carries.

**PURCHASING POLICY:** Director can purchase up to \$7,500 without Board approval. For any Library purchases between \$7,501-\$10,000 director needs to obtain at least 2 bids (preferably 3) to propose to the board for review.

**CHARITABLE REQUESTS:** Library services only, such funds may not be distributed FOR any other charitable purpose. Bullis motions to approve policy with changes. Hoeft seconds. Motion carries.

**CITY MEETING:** The City of Fraser requested a meeting between themselves and a Library committee. They would like to discuss any changes that will occur with this separation (rent, maintenance responsibilities, obligations for property -etc.) Hoeft will head the committee. Director McDowell and Library attorney will attend.

Spread sheets for new contracts with all employees were prepared by Director McDowell and member Hoeft and were given to the board for review. McDowell would like to send current employees a letter to offer them their same positions under a new contract with the library as non-union. Proposed wages for Pages and Clerks were passed by the Board, with the motion by Usndek, and seconded by Hoeft. All were in favor. Employment Agreement for Full-Time Youth Services Coordinator Megan, was given to board for review. (Member Christiansen left the meeting. Member Parrott arrived to attend.)

Under Holiday Paid days off, instead of employees given choice of Date of Hire **or** Birthday, it will now read only "Birthday", since most employees will be hired in on July 1st, 2019 or thereabouts. Jury Duty compensation will be on hold until reviewed by attorney to discuss whether the library is legally obligated to give compensation to any employee for Jury Duty.

Wages and benefits package for the Director were tabled.

**Adjournment:** Meeting was adjourned at 4:54pm

Respectfully,  
Tina Bullis/kp