

September 10, 2019
Seaford District Library Board of Trustees Meeting

In attendance: Virginia Hastings, Desiree Moore, Jerry Keiser, Rony Flechier
Meeting called to order at 7:17p.m.

7:18p.m. Ms. Hastings makes motion to institute a financial procedural policies and resignations under new business. Mr. Flechier seconded.

Ms. Hastings made the motion to consent agenda with the added item under new business.

7:19p.m. – Public Comment – None

7:20p.m. – Minutes – Tabled

7:21p.m. – Commissioners Report

Treasurer's Report – Reviewed items from the 4:00p.m. meeting with the County.

Director's Report – See attached

FOL Report – Jean presented prior to board meeting.

7:24p.m. –Old Business

Solar Update – Jerry Keiser – Jerry met with the City and our solar engineers as well as the city engineers. It was determined at this meeting that if we went ahead with the solar project we would be charged a tariff that would be similar to our current utility monthly costs, thus making it financially irresponsible to go forward with this.

Fountain – has been winterized and we will discuss in the Spring.

7:27p.m. – New Business

Ms. Hastings made the motion to accept the resignations of Ms. Messick and Ms. McAdams from the Seaford District Library Board of Commissioners. Mr. Flechier seconded.

Trustee Manual – Ms. Hastings made the motion to adopt the Trustee Manual. Mr. Flechier seconded.

Staff Development Policy /Financial Procedural Policies –

From the outcome of today's meeting with the County it was determined that our board needs to create policy.

*All communication from Accountant/Book Keeper should be sent to the Director of the Library as well as all board members.

* Eliminate miscellaneous expenses. All expenses paid must have a matching invoice.

* All charges made to the credit card will need to be pre-approved by the board via vote by email.

* Institute a policy with the use of the Square for fines, fees, and miscellaneous cost of the library that each day the receipts will be logged on a form, the receipts will be attached to the form and tallied for the week, but this will be done daily. The money from that day's drawer will be attached to that day's receipt. Each day's cash out will be put in the money bag for weekly deposit in the safe.

* Pending the Staff Development Policy staff is able to turn in itemized receipts up to the amount of \$60.00 per day when traveling for library business.

* Prior to the scheduling of any and all library business travel, the Director and Board will approve the event.

* Team building will no longer be an expense for staff and at cost of the library.

* All invoices and statements must be provided to the Accountant/Bookkeeper each month. Anything that there is not an invoice for will not be paid.

* Contractors will be notified that if they not submit a monthly invoice, and are contracted for monthly services, they will not be paid.

* The line of Credit at WSFS is in Jerry Keiser's name only. Not one person will be on the line of credit and always there will be more than one party listed on any line of credit.

* If the Accountant/Bookkeeper has any financial concerns, they must contact the Director and all Board of Commissioners to make aware first and to prevent any further concerns, if deemed necessary, an emergency meeting will be called.

Ms. Hastings made the motion to accept the above policy and procedure to be adopted. Mr. Flechier second.

Ms. Hastings made the motion to freeze all spending with the exception of building, maintenance, and payroll expenses until further notice from the board. Mr. Flechier second.

Ms. Hastings made the motion for the financial goal is for the credit cards to be paid off by October 2020. Mr. Flechier second.

Meeting adjourned by Ms. Moore at 8:22p.m.