

### **BOARD OF FINANCE MEETING AGENDA**

Board of Finance (immediately prior to regular Board meeting): Per IC 5-13-7-6 and IC 5-13-7-7, The local officers designated as members of *the board of finance shall meet after the first Monday and on or before the last day of January* to:

- A. Elect a president and secretary of the Board of Finance (usually mirrors board officers)
- B. Receive and review the annual report on investments
- C. Review the overall investment policy of the library

### **REGULAR MEETING AGENDA**

- A. ROLL AND INTRODUCTION OF GUESTS
- B. CONSENT AGENDA
  1. Adopt Agenda
  2. Minutes of the Last Meeting
  3. Business Manager's Report and Finances
    - a. Financial Statements – December 2024
    - b. Disclosures of Conflict of Interest
    - c. Claims-to-be-paid – December 2024/January 2025
    - d. Projected summary – January/February 2025
    - e. Estimated cash flow – January through March 2025
    - f. Personnel Changes Report – December 2024/January 2025
- C. PRESIDENT'S BUSINESS
  1. Board Bylaws Review
- D. DIRECTOR'S REPORT
  1. Fundraising Feasibility Study: Insights Strategic Concepts
- E. UNFINISHED BUSINESS
- F. NEW BUSINESS
  1. Employment of Minors Policy revision (first reading)
  2. Purchasing Policy revision (first reading)
  3. Job description approval: Human Resources Clerk
  4. Job description approval: Director of Human Resources
  5. Resolution to Appoint Interim Executive Director
  6. Resolution to Authorize Interim Executive Director to Execute Contracts
  7. Resolution to Establish a Restricted Gifts Fund
  8. 2024 Encumbrance List
  9. 2024 Budget Transfers
  10. 2025 Resolution To Pay Bills With Prior Approval
  11. PLAC Report for Board and Director signature (quarterly)
- G. PRIVILEGE OF THE FLOOR: Guests, Staff, and Board members may have up to five (5) minutes each to speak on an issue.

**NEXT SCHEDULED BOARD MEETING:** Tuesday, February 18, 2025 at 5:30 pm, Downtown Library, 300 S. Second Street, Elkhart

\*General public and interested individuals wanting to observe the Elkhart Public Library Board of Trustees meeting via videoconference may contact Sam Householder, Elkhart Public Library Communications Manager, on Monday, January 20 to receive viewing information. Contact Sam by email: [shouseholder@MyEPL.org](mailto:shouseholder@MyEPL.org) or cell 574-527-2865.

According to EPL policy, “meetings conducted entirely in person are the expected method of conducting official business.” However, this month’s agenda does not include any items that would prohibit a Board member from attending the meeting electronically, as long as all of the following conditions are met:

- a. At least four Trustees must be present in person at the designated location; and
- b. Trustees participating via electronic communications must be both seen and heard to participate in votes; and
- c. The presiding officer must take votes only by roll call; and
- d. Trustees must notify the presiding officer at least 72 hours in advance of the announced meeting time if they choose to attend the meeting via electronic communications; and
- e. Trustees may not attend more than two consecutive regular public Library Board meetings via electronic communications, and may not attend more than half of the Library Board’s regular public meetings in a given year via electronic communications, unless the reason for attending electronically is due to military service; illness or other medical condition; death of a family member; or emergency involving actual or threatened injury to individuals or property.