

**Tipton County Public Library Board of Trustees Minutes**  
**November 08, 2021**

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<b>Members Present</b>	<b>Members Not Present</b>	<b>Others Present</b>
Terri Newcom		Cherie Spencer
Pat Waterman		Kendra Hummel
Cyndi Day		Melissa Bear
Danielle Atkisson		
Crissy Proffitt		
Paula McCord		
	Briana McDonough	

Ms. Newcom opened the regular meeting at 6:00 pm.

The minutes of the October 11 meeting were approved on a motion by Ms. Waterman, seconded by Ms. Proffitt. **Motion carried.**

Claims for \$ 413,224.52 \* for November were approved on a motion by Ms. McCord, seconded by Ms. Atkisson. **Motion carried. \*see note**

\*Melissa shared with the Board: She attended a Key Fund webinar detailing financial reporting. They recommend running a year end reconciliation report to show all accounts with changes made in fund withdrawal during the year. This is a status in fund withdrawal change, not who was paid or amounts. The \$413,224.52 represents current claims and changes in fund numbers.

**Director's Report:** See attached.

**Correspondence:** None

**Committee Reports:** None

**Old Business:** None

**New Business:**

Investments

Ms. Waterman motioned to invest the Rainy Day CD at First Farmers Bank & Trust for 6 months @ .15 % or the best rates available when Melissa calls, seconded by Ms. Atkisson. **Motion carried.**

## New Policies

The board reviewed the three policies: Materiality Threshold, Records Retention Policy, Bad Debts, and Uncollectible Accounts Policy. The Board decided to take time to fully review the policies and take action at the December Board Meeting.

## Staff Holiday Party

Ms. Spencer asked the board's approval to close the library on Thursday, December 16, from 12 (noon) – 2:00 pm for the staff holiday party.

Ms. Waterman motioned to approve the library closing from 12(noon) – 2:00 pm on Thursday, December 16, for the staff holiday party, seconded by Ms. McCord. **Motion carried.**

## YEAR-END Board Meeting

The 2021 year-end Board meeting will be Wednesday, December 29 at 1:00 pm.

## Renovation Update

Ms. Spencer shared an update from Architects Meyer & Najem on a timeline for the project: it will take approximately 2 weeks to finalize design ideas – 3-4 weeks to complete construction documents – Up to 6 weeks for the bid process.

The board looked at the carpet samples and decided not to use the purple carpet options. The board liked the blue heather carpeting instead of the black and decided not to put two colors on the diagonal in the adult area.

## Adjourn Board Meeting

Ms. Proffitt moved to adjourn the meeting at 6:44 pm, seconded by Ms. McCord. **Motion carried.**

The hiring committee met to discuss the applications for the Directors position. The committee is comprised of Ms. Newcom, Ms. Day, Ms. Waterman, and Ms. McCord

Jeri L Newcom 12-13-21  
President Date

Pat Waterman, V.P. 12-13-21  
Secretary *per secretary who was absent.* Date