

Special Council Meeting 03/26/18
Minutes taken by Paula Tryon, City Clerk

Meeting: Time: 7:00 pm Presiding officer: Mayor Fulton

Council present: Fulton, Ryan, Hinck, Sitz & Lister. Shreve arrived at 7:40pm

Council Absent: none

Library leadership members present: Kandy Hinck, Alice Smith, Heather Hastings, Gina Reynolds, Pat Barr & Doreen Weekley

Employees: Tryon & Atty DeVoe

Visitors: Kim Reynolds, Tracy Smith & Amy Craig

Meeting called to order by Mayor Fulton at 7:00pm.

The purpose of the meeting was to discuss the Library building project, handling of funds, ask/answer any questions.

1. Atty DeVoe will look at the memorandum offered by the Library for any possible changes.
2. K Hinck requested that the building funds be turned over to the City. The Library accounts not be closed but each account hold a balance. Building DDA would have \$5,000.00, Building Savings would have \$1,000.00, and the NEKLS account would have \$1,000.00.
3. A transfer of donated funds would be transferred quarterly to retain balances in item #2. Transfers would occur in the first week of the new quarter. A Calendar Quarter will be used.
4. All invoices should be sent to the City office. Any invoices received by the Library will be turned over to the City office for payment. Payment of invoices for the building project will be made by the City Clerk from the funds transferred to the City for the Library Building Fund.
5. For accountability, quarterly reports will be provided by the Library and City office.
6. The Library uses an Excel spreadsheet for accounting of funds, the City will use QuickBooks.
7. The Library has no active capital campaign at this time.
8. Library Board along with the Steering Committee will track pledges and donations.

Attorney DeVoe will have updated information at the Council meeting on Apr 2, 2018. Paula will check with Agler and Gaeddert auditors for any help he may be able to offer.

The meeting was adjourned at 8:07pm.