

## WESTCHESTER PUBLIC LIBRARY

### ASSISTANT TREASURER ELECTION RESOLUTION

Whereas, the duly elected Treasurer of the Westchester Public Library is not always available to fulfill all of the duties and responsibilities of the office;

And the Westchester Public Library needs to continue to conduct its financial affairs without interruption,

The Board of Trustees of the Westchester Public Library hereby resolves that:

The Board of Trustees will elect an Assistant Treasurer to serve in the absence of the Treasurer in accordance with the Bylaws of the Library Board of Trustees.

The Assistant Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for preparing and submitting financial reports in the Treasurer's absence.

Although not empowered to sign warrants personally, the Assistant Treasurer is hereby authorized to use the Treasurer's signature stamp on warrants in the absence of the Treasurer.

The Assistant Treasurer is also authorized to make necessary disbursements in accordance with the Library's Resolution to Pay Bills with Prior Approval before the regular scheduled monthly library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

The Assistant Treasurer shall serve until replaced by the Board of Trustees.

Adopted this 9<sup>th</sup> day of June, 2011.