

Morrisville Public Library Audit Prep Committee Meeting
October 6, 2014

Present: Gloria Hart, President; Kevin Rounds, Trustee; Ross Whitford, community member, and Michelle Rounds, Library Manager. Arrived late: (7:45pm) Cathy Warner, secretary.

Meeting called to order at 7:00pm. Gloria Hart made a motion for Michelle Rounds to be acting secretary. Ross Whitford seconded, passed.

Approval of the minutes of September 29, 2014. Gloria Hart approved, Ross Whitford seconded and all were in favor.

Committee reviewed the fine collection policy draft, made a few changes and accepted it. Committee asked Michelle to prepare for the Library Board meeting on November 20, 2014.

Michelle Rounds showed the committee the personnel leave file she has created. Committee agreed this worked and that we shall keep it.

List of Assets was divided up between 3 committee members- Gloria Hart, Kevin Rounds and Ross Whitford. Members will complete their designated assets and return to forms to Michelle who will make the final spreadsheet.

Committee spent a lengthy amount of time on the current by-laws. Several changes were discussed. Each section of the by-laws was divided up amongst the committee for further research. At the next meeting, each member will present their findings of additions to incorporate into our by-laws.

Committee continued jotting down possible disasters and reviewed several different disaster plans of others. Made the decision to sort the disasters in 3 areas: small scale, large scale and wide spread. Ross Whitford will sort our list into these three areas and present at the next meeting.

Michelle will have the payroll procedures for next meeting as well as drafts of board job descriptions.

Cathy Warner made a motion to adjourn at 8:37pm and Kevin Rounds seconded. All in favor.

The next scheduled meeting is Monday, October 20, 2014 at 7pm.

Respectfully submitted,
Michelle Rounds, Library Manager/Acting Secretary