

**Morrisville Public Library Audit Prep Committee Meeting**  
October 20, 2014

Present: Kevin Rounds, Trustee; Ross Whitford, community member, and Michelle Rounds, Library Manager. Arrived late: (7:10pm) Cathy Warner, secretary, Absent: Gloria Hart, President.

Meeting called to order at 7:03pm. Ross Whitford made a motion for Michelle Rounds to be acting secretary. Kevin Rounds seconded, passed.

Approval of the minutes of October 6, 2014. Ross Whitford approved, Kevin Rounds seconded and all were in favor.

Committee decided that meeting weekly was not needed as we were progressing nicely. So the committee will meet again on November 3, 17 and December 1. On December 1, they will re-evaluate how often they need to meet.

Michelle presented the payroll procedures for review as well as the payroll certification/spreadsheet for the President to sign off on every payroll. Committee reviewed and made a few changes and asked Michelle to prepare for presentation to the board.

The committee went over job descriptions for the by-laws as well as the Library Manager section of the by-laws. They made some additions, corrections etc and then asked Michelle to prepare for the board presentation. Cathy and Gloria will present their sections of the by-laws at the next committee meeting.

List of Assets is going good. Kevin, Gloria and Ross will continue getting the inventory sheets to Michelle so she can form the spreadsheet.

Ross presented his list of disasters in the 3 categories: small scale, large scale and widespread. The committee added sub categories: small scale- health emergencies, structural emergencies, and law enforcement emergencies; large and wide spread were: inside, close exterior and community. The group also gave Ross a bunch more small scale disasters to add to the list. Ross will continue working on the list and will begin researching the template for creating this important document.

Policies are due at the next meeting: Ross- procurement, Cathy- credit card, Gloria- investment and petty cash, Kevin- computer use for staff and Michelle- code of ethics.

Ross Whitford made a motion to adjourn at 8:33pm and Cathy Warner seconded. All in favor.

The next scheduled meeting is Monday, November 3, 2014 at 7pm.

Respectfully submitted,  
Michelle Rounds, Library Manager/Acting Secretary