

Morrisville Public Library Audit Prep Committee Meeting
December 3, 2014

Present: Kevin Rounds, Trustee; Ross Whitford, Trustee, and Michelle Rounds, Library Manager. Absent: Gloria Hart, President; Cathy Warner, Secretary.

Meeting called to order at 6:35pm. Ross Whitford made a motion for Michelle Rounds to be acting secretary. Kevin Rounds seconded, passed.

The committee was supposed to meet to start organizing the records room. Due to the absence of the secretary the committee postponed it until she was available.

Michelle updated the committee on the audit meeting she attended at Mid York the night before. She was told the Treasurer could not be on the library board. The committee asked Michelle to contact the board by email and inform them of this and that they diligently needed to find interested parties in being a volunteer treasurer in January.

Michelle also informed the committee that having an absenteeism policy for trustees in place was something the comptroller wanted. Our policy was not "strict" enough. We needed trustees who could attend all meetings; basically play an important role in our library. Missing 4 regular meetings (and as many special meetings as they wanted) during a calendar year was too many. The recommendation is as follows:

"If any trustee shall be absent from more than 2 of all (regular and special) meetings in a calendar year without excuse as accepted as satisfactory by the trustees, he or she shall be deemed to have resigned."

The committee agreed to this recommendation and asked Michelle to email the board about this so it could be reviewed for 30 days (as per the by-laws) and adopted at January's meeting.

The committee also discussed an interim treasurer should we have a vacancy. Below is the interim treasurer clause in the treasurer job description.

i) Interim Treasurer

(a) In the absence of the Treasurer, the Library Board of Trustees can temporarily appoint the Library Manager to be the Treasurer until a new one is found.

(b) The Board of Trustees MUST actively pursue finding a new treasurer.

(c) All cash receipt and disbursement procedures remain the same except:

1. The Library Board President will verify weekly cash receipts forms and deposit all monies in the name of the Library into the Library's accounts.

2. And any other duties that come up during the Interim treasurer's term where the Treasurer is supposed to review after the Library Manager or work closely with the Library Manager; these duties will be done by the Library President.

The committee requested that Michelle pass this on to the non-present committee members and then to the trustees for adoption in January.

The committee has decided to not meet again until after the holidays and when the secretary can be present to begin the records room upstairs.

Ross Whitford made a motion to adjourn at 7:55pm and Kevin Rounds seconded. All in favor.

Respectfully submitted,
Michelle Rounds, Library Manager/Acting Secretary