

Clarence Public Library Board of Trustees Special Meeting

August 4, 2016

Present: Director Monica Mooney, Carey Shoemaker, Marjorie Ebersole, Michele Mogarero, Joan Schultz

Item I. Investment Policy

A simplified version of the policy , prepared by Kenneth Stone (Buffalo and Erie County Public Library CFO) was reviewed by those present. A copy of this version of the policy is attached. Under paragraph VI Internal Controls the time allowed to transfer funds was changed from 14 days to 15 days.

Motion to Accept the policy: M. Ebersole 2nd: M. Mogarero Unanimous

Item II. Petty Cash Policy

Director Mooney said petty cash policy will be forthcoming and discussed in the September meeting.

Item III. Payroll Budget

Payroll budget is has experienced a shortfall of ~ \$8000 due to covering for an extended illness. Director Mooney will draft a request per Article 22 for more temporary help.

Item IV. Miscellaneous

The Board unanimously agreed to send a plant arrangement to our Board President upon her return from a family emergency.

Board unanimously approved for M. Mooney to order 200 - \$2 coloring books plus shipping to promote library use. Motion to approve: M. Ebersole 2nd: C. Shoemaker

Motion to Adjourn: M. Ebersole, 2nd –C. Shoemaker, Unanimous

Respectfully submitted by: J. Schultz