

Marilla Free Library – 01/15/19 Board Meeting Minutes

1. **Call to order** - 6:34pm. In attendance: Shannon Thompson, Rachelle Walker, Marty Mummery, Marsha Wingate, Judy Farmer and Joanne Goellner. Missing: Bonnie Waterman (town liaison).
2. **Minutes** - December's meeting minutes were approved as written. *1st motion from Marsha Wingate, 2nd by: Marty Mummery. All in favor with none opposed.*
3. **Public Expression** - none
4. **Reports**
 - a. **Treasurer's** - *(for full account details including all transactions and balances, see the Treasurer's Report on file at the library)* Marsha & Shannon updated the board regarding December's finances, account transactions and balances. *A motion was made by Joanne Goellner and 2nd by Judy Farmer to approve the Treasurer's Reports as presented. All in favor with none opposed.*
 - b. **Librarian's** - *(see attached Librarian Report for complete details)*
 1. Circulation, Computer Use, Laptop Use and Wireless Usage were up for the month. Patron Count was down but only by 3 people.
 2. Noon Years Eve Program was successful with good attendance.
 3. The Library will be hosting a Make and Take Winter Craft Workshop, January 26th @ 11am for ages 6-10.
 4. The BECPL updated the calendar section of the website so programs are easier to find and online registration is available.
 - c. **Friends'** – Next meeting 02/12/19 at 7pm.
 - d. **Fundraising Committee** – currently inactive
 - e. **Town Report** – Bonnie Waterman was absent from meeting
5. **Unfinished Business**
 - a. **By-Laws** – the revised By-Laws were formally presented to the Board for review.
 - b. **Claims Auditor Policy** – The Board reviewed the new Claims Auditor Policy *(see attached)*. *Judy Farmer made a motion to approve the adoption of the Claims Auditor Policy. Joanne Goellner made a 2nd motion. All in favor with none opposed.*
6. **New Business**
 - a. **Long Range Plan** – In preparation for discussion at the February board meeting, each trustee is to come up with a goal for the Marilla Free Library based on the library's Mission Statement.
7. **Other Business** -
 - a. **New Bills /Reimbursements** –
 - **DEMCO Upstart:** Summer incentives (prizes, bags, tattoos, stickers, etc, \$171.37 from Memorial Checking account.
 - Reimbursement to **Shannon** for an order from Oriental Trading: Squirt guns, space pinball, solar system pens, \$61.91 (after coupon & free shipping) from Memorial Checking.

(1st motion to approve payment of DEMCO bill & reimbursement to Shannon made by Marty Mummery, 2nd Judy Farmer, all in favor/none opposed)

- **Hawkins Fire Extinguisher Service:** Annual Maintenance, \$39.50 from the Operating account.
- **Building Insurance bill,** \$1526.83 from the Operating account.

(1st motion for approval of payment to Hawkins and the Insurance company made by Marty Mummery, 2nd Joanne Goellner, all in favor/none opposed)

b. ACT Workshop Reminder – next ACT meeting, 03/02/19, 8:30am-1pm at Central.

7. Next Meeting: 02/19/19 6:30pm

8. Adjournment - *A motion was made by Joanne Goellner to adjourn the meeting into Executive Session at 7:30pm to discuss a personnel matter. Judy Farmer made a second motion. All in favor with none opposed.*

Executive Session was adjourned at 7:36pm. A motion was made by Marsha Wingate with a second motion by Judy Farmer. All in favor with none opposed.

No formal action was taken regarding discussion during Executive Session.

A motion to adjourn the meeting was made by Judy Farmer at 7:36pm with a second by Joanne Goellner. All in favor with none opposed.

Minutes respectfully submitted, January 22nd, 2019, by Joanne Goellner, secretary.

Librarians Report – January 15, 2019

Operating Budget

Receipts

December Receipts: \$ 214.30

Receipts year to date: \$ 4,244.41

This represents fine/copy/print revenue. This year our revenue commitment is \$4,462.

Expenditures

December: \$ 283.01

Expenditures year to date: \$ 2,877.50. This year our expenditure allotment is \$5,200.

Circulation

December was 2,808. This was **up by 27**

Year to date is 37,655. This is **up by 133**

Computer Use

December was 77. This was **up by 5** or 6.9%

Year to date is 1,107. This is **down by 85** or -7.1%

Laptop Use

December was 16. This was **up by 15**

Year to date is 109. This is **up by 69**

Wireless Usage

December was 120. This was **up by 11** or 10.1%

Year to date is 1,412. This is **down by 59** or -4%

Patron Count

December was 1,222. This was **down by 3** or -0.2%

Year to date is 17,209. This is **down by 1,427** or -7.7%

Fall/Winter Programs

- **Story Time with Mrs. Claus** – Saturday, December 15th at 11:00 am for ages 3 and up (**12 attended**)
- **Lego Club** – Thursday, December 20th at 6:00 pm – ages 5 and up (**3 attended**)
- **Noon Year's Eve** – Monday, Dec 31st at 11:00 am – recommended for ages 5 and up (**14 attended**)
- **Ornament Making** – passive program (**10 participate**)
- **Lego Club** – Thursday, January 17th at 6:00 pm – ages 5 and up
- **Winter Wonderland Story Hour** – Tuesday, January 22nd at 6:00 pm – ages 3 to 6
- **Make and Take Winter Craft Workshop** – Saturday, January 26th at 11:00 am – for ages 6 to 10
- **Take Your Child to the Library Day** – Saturday, February 2nd

Book Club

- **Tuesdays at 2 pm**
 - January 22nd – In a Dark, Dark Wood by Ruth Ware



MARILLA FREE LIBRARY

CLAIMS AUDIT POLICY ESTABLISHMENT AND FUNCTIONS OF CLAIMS AUDITOR

The Marilla Free Library Board of Trustees is responsible for establishing an adequate system of internal controls over processing claims to ensure taxpayer moneys are safeguarded.

The Board of Trustees may, by resolution, establish the position of a Claims Auditor. The Board may appoint the Claims Auditor at its annual Organizational Meeting or whenever the appointment becomes necessary. The Claims Auditor shall hold the position subject to the pleasure of the Board and report directly to the Board on the results of audits of claims approved and released for payment. The Claims Auditor may be required to work with the Treasurer for administrative matters such as work time, attendance and the creation of reports for the Board. The Board of Trustees shall review this claims audit policy as necessary, and it shall have the power to amend this policy at any time.

Qualifications

The Claims Auditor must have the necessary knowledge and skills to effectively audit claims. The Claims Auditor is a voluntary appointment and will not receive compensation. The Claims Auditor is not required to be a resident of the Library's service area.

No person shall be eligible for appointment to the position of Claims Auditor who shall be:

- A member of the Board who has any involvement in the library's accounting, procurement and/or check signing.
- An employee or volunteer responsible for procurement or accounting.
- The individual or entity responsible for the internal audit function (the Internal Auditor).
- The External (Independent) Auditor responsible for the external audit of the financial statements.
- A close or immediate family member of an employee, officer, or contractor providing services to the library. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).
- An individual with an interest in any other contracts of the library and/or who provides any goods or services to the library.

Duties

The Claims Auditor shall certify that claims against the Library listed on the warrant were audited and payment is authorized. The Claims auditor shall:

1. Examine all claims to determine they are valid claims against the library.
2. Inspect receipts/packing slips to ensure goods or services were received by the library and that an appropriate staff member has confirmed receipt of goods and services.
3. Meet such other requirements as may be established by the Regulations of the Commissioner of Education and/or the Comptroller of the State of New York.

Only claims certified by the Claims Auditor pursuant to this policy shall be paid unless exempt by NYS law.

Review of Claims

Claims for payment must be accompanied by the following:

- Purchase orders or order forms listing goods purchased.
- Receipts and/or packing slips verifying underlying goods or services have been received.
- A sequentially numbered claim form initialed by appropriate staff member verifying goods or services have been received.

All claims submitted for approval will be summarized on an abstract of claims presented with above documentation, to the Board, or its appointed claims auditor, for audit.

Payments Not Requiring Pre-Audit

- Fixed salaries of officers or employees regularly engaged at agreed- upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings.
- Principal or interest payments on debt.
- Payments made pursuant to a court order.
- Amounts due upon lawful contracts for periods exceeding one year.
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

- The Board of Trustees may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges.
- Payments discharged from petty cash.

Approval of Claims

Upon completing the review of claims, the Claims Auditor may approve said claims for payment. At its regular monthly meeting or special meeting, the Board shall review the payment of claims approved and paid pursuant to the signed recommendation of its Claims Auditor. All claims, including supporting documentation and the abstract, approved by the Claims Auditor will be available for Board inspection at each meeting.

Absence of Claims Auditor

The Board of Trustees will audit all claims in the event that the Claims Auditor position is vacant or unavailable. Such audit by the Board will be completed at a regular bi-monthly meeting or special meeting.

Adopted: January 15, 2019