

Minutes of the Walworth Library Finance Committee Meeting

October 5, 2023

Meeting called to order at 11:30 am by Trustee Culver

Present: President Vance; Finance Chair Culver, Trustee Britt, Director Brown and Bookkeeper Maurer

Bi-annual Audit

An internal audit of the month of April 2023 was conducted. No discrepancies or concerns were noted.

Review of September 2023 Invoices, Vouchers, Bank Statements, Check Book, Abstract, and Reports

- Bank Statements and check books were reviewed for the Library's accounts
- Vouchers for September 2023 were reviewed for accuracy and completeness and compared to the September 2023 abstract
- Balance Sheet and Profit & Loss reports for September 2023 were reviewed

Debit Card Policy Review

The Debit Policy was reviewed and no changes were suggested.

Petty Cash Policy Review A minor grammatical change and adding the Petty Cash Policy to the Cash Handling Policy was suggested.

Approval for Director Brown and Library Assistant Maurer to attend the NYLA conference November 1-4, 2023

MOTION: Trustee Britt motioned to approve conference registration, hotel, meals and travel costs for Director Brown and Library Assistant Maurer to attend the NYLA conference in Saratoga Springs in November 2023. Seconded by Trustee Culver. Motion carried.

YES: 3

NO: 0

Other

Chapter 414 Referendum

- Director Brown presented an informational sheet for the Chapter 414 referendum that will be put on the website and copies will be made for distribution at upcoming informational sessions and for the Harvest Moon Festival.
- A revised format of the informational sheet will be prepared for the Times of Wayne County newspaper as a press release to be published the week of October 16, 2023.

Update on the Budget Process

- President Vance and Director Brown presented the budget request for 2024 to the Town Board of Walworth the last week of September.

Community Garden Project

- Scout Evan Phillips will be invited to the October 12th Library Board meeting to share his ideas for the Community Garden, discuss materials needed and projected costs. This will give us an opportunity to ask questions and give feedback prior to approaching the Town Board of Walworth for approval.

Harassment Prevention Training

- Annual Harassment Prevention Training will be conducted with the Library Board of Trustees on Thursday, November 9, 2023. The Board meeting will start at 6:00 pm to accommodate the training.

Adjournment

MOTION: Trustee Culver motioned to adjourn the meeting at 12:22 pm. Seconded by Trustee Britt. Motion carried.

YES: 3/3: Trustee Vance, Trustee Culver, and Trustee Britt

NO: 0

Next Finance Committee Meeting is scheduled for Tuesday, November 7, 2023 at 11:00 am