

Elma Public Library Board of Trustees Meeting
March 8, 2022

Attendance: Tom Carloni, Nathan Clinard, Eileen Holden, Sue Sudlik, Ellen McGreevy and Paul Schwiegerling. Tom Pirrung was excused.

Meeting opened at 6:35 P.M.

Minutes of the February 2022 meeting were reviewed with no changes suggested.

Librarian's Report: Circulation and visitor numbers continue to improve over last year. Children's programs were very popular for Jessica's first full month. The author programs on the 12th were well attended. The DAR used the community Room on the 17th. Tom attended a Manager meeting on the 9th.

Treasurer's Report: Ellen's last act as Treasurer was to complete her report on the Friends account. A copy of that report is attached. The Board thanks her for all of her work as Treasurer over the past years.

ACTS: Nothing scheduled.

Friends: A meeting is scheduled for March 14. Several people have expressed interest in becoming involved.

Buildings and Grounds: Continued repairs are needed on the furnace. Spring and Fall Clean Ups will be scheduled with the Town.

Publicity: Emily is sending a monthly list and Tom is in regular contact with the local papers. Tom will make arrangements for the Bookmobile to be available for the Memorial Day Parade.

Old Business: The display case has been ordered with a delivery date to be announced. A Policy for use of the case was reviewed and approved by the Board 5-0. Arrangements are being made to have the 2021 Elma Review bound similar to previous years.

New Business: The Personnel Policies and Procedures Manual was reviewed by the Board and adopted 5-0. Mary Ann has retired and Kate has returned on a part time basis. Tom and Ellen will coordinate the ordering of new checks. The Library of Things, Cookbook Club and the Shelf Sponsor program were all discussed. The staff will be publicizing those programs.

All minutes and reports submitted were approved unanimously. Meeting was adjourned at 7:45.

Next meeting scheduled for April 12, 2022 at 6:30 p.m.

Respectfully submitted,

Nathan Clinard, Secretary

FRIENDS OF THE ELMA PUBLIC LIBRARY
RECOMMENDATIONS FOR FINANCIAL RECORD KEEPING

Use duplicate (carbon copy checks) - (very important)

Since you do not receive cancelled checks returned by the bank, it is very important that you use duplicate (carbon copy) checks for each check. The receipt should be stapled to the check copy.

Duplicate checks are a type of check that includes a small piece of paper behind each check that serves as a carbon copy.

Duplicates are automatically created for every check written, making it easier for someone to control their recordkeeping.

Checks should be listed in numerical order, not by when they cleared the bank. The payee needs to be on each check in your disbursements list. Every check number must be accounted for. If the check is not used, enter VOID for payee and 0.00 for amount.

Write the check number on the receipt. If the receipt is small in size, attach to a larger piece of paper

It is unacceptable that many receipts are missing. You are responsible for having receipts for all disbursements. If you do not have a receipt, (like checks to the farm box) please attach a note as to who it paid to, the amount of payment, & what it was for to the carbon copy of the check.

You must account for all cash collected at the concerts minus expenses paid out of the cash. This amount should equal the amount deposited. You need a separate list for each concert.

Beginning cash	XXX.XX
Plus cash collected	+ XXX.XX
Less expenses paid	- XXX.XX
Less cash fund for next event	<u>- XXX.XX</u>
Net deposit	XXX.XX

Attached receipts must equal this amount

Date deposited XXXX/XX Amount
___XXX,XX_____

You need the above for each concert.

You must have your financial record inspected by the Elma Public Library Treasurer **annually.**

Use the cash activity worksheet

FRIENDS OF THE ELMA PUBLIC LIBRARY

DATE	CK #/ DEPOSIT	PAYEE	DESCRIPTION	DEPOSIT	CK AMT	BALANCE
						BALANCE FORWARD

<u>DEPOSITS</u>		
MEMBERSHIP	DONATIONS	EXPENSES