**Had Wolcott Public Library**

**Board of Trustees Meeting**

**May 20, 2020**

**Board Members Present:** Bob Reed, Steve Monroe, Bobby-Jo Mendenhall, Terry Van Fleet, Ginny Keenan, Director- Dottie Patt, Bookkeeper-Kristl Spalding

Excused: Deb Hodgson

**Call to order** – The meeting was called to order at 6:30 pm.

**Treasurer’s Report** – Kristl presented the March and April financial reports including the detail of the expenditures for the board to review and approve. March and April reduced income because the library was closed due to COVID-19 - down about $2,000 in income and down $3,000 in expenses. All told holding steady. PLS grant expense for Adult Literacy program in March. Vote to approve the balance sheet for March and April, motion made by Bob. Bobby-Jo seconded. Motion carried.

**Circulation report** - The circulation reports for March was 1935 for physical circulation, electronic circulation for April was: eAudio - 73, eBooks - 134 and 15 for magazines for a total of 222.

**Library Manager Report**:

**Downstairs main community room** – The room has been repainted.

**Carpet cleaning** - Is scheduled for May 30, 2020.

**Wolcott Library Annual report** – Reviewed and correction to be made to Terry’s name.

**Re-opening Plan** – The Pioneer Library System (PLS) Reopening plan was reviewed. The Wolcott Public Library needs to develop their own re-opening plan consistent with the PLS plan so all 42 libraries open at once. PLS has also provided many tools for the library re-openings which is planned for June 30th. Discussion – The computers need to be moved 6 feet apart. People can come in when the library open but must stay 6 feet. Space was discussed for library returns to be quarantined for 72 hours. The library should order supplies – sanitizer wipes, masks, and gloves now so they have them for re-opening. Bob made a motion to purchase computer keyboard covers that can be sanitized. Bobby-Jo seconded. Motion carried. We will use the PLS re-opening policies to draft the Wolcott Public Library re-opening policies and send them out for everyone to review and be ready to discuss and approve at the June Board meeting. Terry will add the re-opening to the library website when the library re-opens and we will put it on the library electronic sign.

**Committee reports** – **Programs –** canceled due to COVID-19.

**Old Business**

**Yearly Financial Review** – The financial review by Mengel Metzger Barr and Co, LLP was done on February 18, 2020. The report of the review was discussed. Audit Findings are that there are a number of policies to work on and procedure changes. In regards to Segregation of Duties – The bookkeeper can’t sign checks so this provides some protection with segregation of duties. Cash handling procedures – Kristl and Dottie will talk about it and work on it. Deposits once a month have now been changed to once a week. Findings in procedure 3: Purchasing policy which outlines purchasing procedure and the approval process at various price levels - Dottie has stayed within the budget and maybe it should be approved if not budgeted or over budget. Not requiring receiving signatures indicating all goods have been received in good order prior to issuing payment – The library can have the clerk who opens the package, initials it to verify that everything on the packing slip is received. The library will save the initialed packing slip for audit purposes. Sales taxes paid but we get the money back when that happens. Payroll transactions – there was one error noted in the audit. This has been corrected. The employees and supervisor should sign the timesheets. Bank reconciliations – Monthly bank reconciliation has been instituted now by having these reports for Board meetings and have a Board member review and sign off on them. Finding #7 – The library does not have a policy that established the threshold for capitalization of depreciable assets. $1500 for capitalizing is what has been used by Kristl in the past. A policy will need to be developed.

**New Business**

Bob asked that anyone with ideas, to call or email.

**Date of next meeting** – The next **Board of Trustees meeting will be held on Wednesday, June 17, 2020,** at 6:30 p.m.

Meeting was adjourned at 7:15 pm.

Respectfully submitted,

Ginny Keenan