

Library Minutes March 20, 2023

Meeting called to order: 6:05

Present: Gail, Jennifer, Shelly, Patti

Absent: Denise, April

Secretary's Report - tabled

Treasurer's Report - discussion of duties and responsibilities, reports, etc.

TREASURERS TASKS:

Paying bills

Posting payroll

Banking - Depositing petty cash and other income at NBT

Balancing operating checking account monthly

Interface with all vendors as needed- respond to communications, administer changes, resolve problems

Insurances, phone, snow and lawn care, electric, cable, trash, security, fuel and furnace service etc.

Quarterly calculation of PFL/Disability

Resolve - payroll, IRS, credit card type problems ... (if any.. hopefully none)

Prepare reports for library board meetings - usually 7 per year

NYS comptroller Annual Update Document

Annual Report - administered by 4CLS for NYS Education Department

Income tax filing - prepare annual figures. Recently we have used VIP Payroll and Tax service, Kathy Paugh, in Bainbridge to prepare and file.

Backup the computer to the thumb drive monthly.

Status of some items:

--Census Bureau has been sending threatening letters and email. contacted them and the information is in a folder. We ARE NOT REQUIRED to respond, it is optional. Based on Patti's conversation with them they were to have noted our account that we will not be responding. However, they told her we will continue to receive letters and emails.

--Tax return is currently being prepared by Kathy Paugh at VIP in Bainbridge. Someone will need to go to the office to sign and pay for it.

--NYS Comptroller Annual Update Document - Kathy Paugh has agreed to attempt to get us up to date on this later in the year, after tax season. This is the reporting we are 4 years behind on. (We got an extension until August.)

--We need to go to the bank to remove Patti from the account.

--We don't get paper bank statements. We go online.

Director's Report-

Joan Hacker called to say thank you for the gift.

Library Hours - stay the same (11-5 and 9-3 Fri/Sat).

Workflows training rescheduled for 3/24.

Software for blind/visually impaired patrons has been installed on patron PCs.

State Library Aid - resolved and paid

Spring Break Storytime

Art Club for Adults on day a month

Summer Reading Program

We will have editing access for the website soon, so we can put our own minutes.

Will be working more in person, increase hours as needed - will keep track.

Jennifer will make a chart of which employees are doing which tasks.

Clerks will go to the bank, as needed.

Start purchasing from Amazon for library supplies.

We still need another Board Member - not necessarily as Treasurer.

Meeting Adjourned: 7:25

Next Meeting Date: June 12th