

Judy suggested that we see a transaction list from the accountant covering the period of one board meeting to the next.

Sarhara Lupo (for the public) suggested that we look at other Library's bylaws and budgeting. We can use them as a resource to get going on the right way. She is interested in being a part of the Board once we get it in order.

George asked what was the most ever spent on the debit card by Lynn. Lynn recalls the renewal of the DVD collection in two separate orders. The attorney retainer of \$2,000 was a recent expense.

Steve said to consider an independent audit. Email to Steve the date that voters approved the Library funding (he needed this for his records). George recommended an independent audit as soon as possible. Check with Roy Fuller, Accountant with Piaker & Lyons, for a cheaper audit. There are full audits (which is the type that we should get) or an agreed-upon audit (which is less than a full audit). Wendy and Lynn would have an internal audit in 2018 with Margaret, our Accountant. Jayne and Lynn just did an internal audit of 2016 financial records in May. There should be a third person at that audit too – one who cannot sign checks.

We should also have more than one signature on our checks and our NBT accounts. Lynn will check at the bank but she believes that two are already needed.

Steve said that we should have a committee of three board members acting as a liaison between the accountant and the Board. This committee would look at a month-to-month transaction listing and approval of expenditures from one meeting to the next. Status updates could be emailed after each monthly meeting to all board members. Approval would take place at our quarterly whole board meetings.

Steve also said to have procedural resolutions at the beginning of each year. Auto pay could be approved at the beginning of each year.

Lynn requested a copy of the 2016 annual report from Steve Bachman.

Lynn discussed Director and Officers insurance. Gates Cole offers this through Philadelphia at \$798 per year. It protects all officers and directors but not other staff. Steve suggested that we definitely look into this as it is important. George suggested waiting until August to revisit this topic. Lynn will email a copy of the quote to all board members prior to the August meeting.

There are two keys to our fireproof safe. The Director and Lynn as President have keys to our safe. At this time there are no contents in our safe since the items that were regained from our safe deposit box we have yet to locate. If they are not found by January, Marcia suggested we start looking to the county to get new replacement documents. A second copy should be kept somewhere else.

Marcia Hoag and Ann Mein submitted signed emails protesting the Board's decision to remove them from the Board due to conflict of interest. Marcia says she doesn't even know if she is related to Leland Hoag. Lynn was doing what our attorney advised us to do in response to an email that Leland Hoag sent to Marcia. Steve said that we need to have a process for determining if conflict of interest exists. Emails and telephone votes are not allowed per Steve. Ann and Marcia are still active members of the Library Board. George suggested that we re vote for Terri's employment. The telephone vote to hire Terri Weaver was illegal based on 2009 bylaws and state ed laws (Steve agreed). After discussion about probation start date being June 7th or today's date, Wendy made a motion to hire Terri Weaver retroactively to June 7, 2017. Lynn seconded the motion. Four in favor; George and Marcia both said they would like the date of probation to begin on her legal date of hire – today.