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| **South New Berlin Free Library**  **Annual Audit Meeting**  **December 12, 2022**  Board Members Present: Marcia Hoag, Tom Bryden, Scott Stensland, Kathie Burnside, George Clum  Absent: Ann Mein, Elaine Clum  Staff Present: Robin Avolio, Paul Rowe  Public Present: Carrie Lewis  The meeting was called to order at 5:30 pm by President Marcia Hoag.  Motion by Tom Bryden, second by Scott Stensland to approve the meeting minutes from October 17, 2022. Passed.  The following bills were approved on a motion by George Clum, second by Scott Stensland. Passed.  Principle Design - $110.00  Four County Services  Two computer chairs from Amazon - up to $110  The annual audit was conducted with Board members asking questions of Paul Rowe, our accountant about several items included in the report. The audit was approved.  Members reviewed financials which were passed on a motion by George Clum, second by Tom Bryden.  Members also approved the list of 2023 Holiday Closures for the library on a motion by Scott Stensland, second by George Clum.  Under old business, the library has received $150 from NY Pizzeria and $100 from Mirabito’s toward our fundraising goal. We will need to restart fundraising in 2023 and hope to hear from foundations we sent letters to this past fall.  Under new business, Robin reported Amazon is changing their method of payment and the line of credit is no longer available. Robin will add the checking account information and email Paul Rowe after each Amazon transaction.  She also reported that under new New York State law, trustees will be required to attend two (2) hours of approved continuing education updates. She will put together the new policy and include a list of the possible sessions in which we can participate.  There has been no recent communication from Bob Loitsch about the construction project so Robin will reach out to him.  The board entered executive session to discuss Employee issues at 6:23 on a motion by George Clum, second by Scott Stensland and came out of executive session at 6:31 on a motion by George Clum, second by Kathie Burnside.  Motion by Scott Stensland, second by Tom Bryden to send a letter by regular mail and certified mail to Lynn Macumber, Passed.  The next meeting will be January 10, 2023 for election of trustees. Questionnaire deadline is Dec. 15th.  Election of officers meeting will be held January 17, 2023.  Meeting adjourned at 6:33 pm on a motion by George Clum, second Scott Stensland. Passed.  Submitted by Kathie Burnside  Audit specifics attached:  ATTACHMENT to 12/12/2022 Audit Minutes  Items discussed at the time of the audit an verified include:  6/8/22 Junior Library Guild  $18  7/20/22 NYSIF  $424.41  5/11/22 NYSEG  $247.45  10/6/22 Town of New Berlin  $60  2/14/22 Mary Fitch  $150  11/18/22 Taxes $50,000  11/3/22 Loitsch  $69,955  3/28/22 DEMCO  Supplies  $53.88  10/23/22 Paul Rowe  $412.50  8/31/22 Dave Montgomery  $25  11/18 Abrams  $425  4/29/22 NYS Employment  $259.56  4/11/22 CSLP  $66.16  7/5/22 Amazon  $365.98  4/27/22 Earlville Opera House  $2,820 |
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