Middlesex Library Board

June 23, 2025

**Present**

Gordy Stringer- President

Bonnie Olswold- Vice President

Beth Garlock- Library Director

John O”Shaughnessy- Treasurer

Denise Adam- Bookkeeper

Joylette Aaron- Secretary

Chris Mays

**New Business**

John is resigning his position as treasurer

Chris Mays has been selected as the new treasurer

Denise will reach out to Christine at LNB to switch to Chris as treasurer

**Define roles of bookkeeper and treasurer**

**Treasurer** has control of bank account, can sign checks

Chris will need to allow Denise (bookkeeper) access once he has access

**Bookkeeper**

Denise will have access to move funds between accounts

She will receive receipts from Beth, reconcile books

She will bring voucher of any money spent, including receipts, to board meetings to be signed by board members

Denise will contact Treasurer and President when there are checks need to be signed

**Financial Control Policy**

-In the future look into making some changes to the policy to better fit the library

-According to Financial Control Policy a regular audit needs to be done

-Board will do an internal audit at the end of every year

-Motion to limit Library Board Director spending without board approval

-Board sets limit at $500 per month to purchase items- not including books

-Motion approved

If there is a discrepancy Beth and Denise will look over receipts, make sure everything has been printed out and checked over

-Checks are rarely written, usually used for reimbursement or if something is done outside the library. Eg. sign made for building, outside vendors,

-Books are purchased through a debit card

Denise will contact Christine about how to transfer money from Library account to Trust in Agency account to cover payroll expenses

Once expenses are done going through old account Denise will write a check to transfer money to new account

Old account will need to be closed by Dave Adam as it was set up through the town

A voucher will need to be created to use with vendors to allow payment

Beth has the debit card and has not activated it yet

Still drawing from the old account

She will activate the new account and start using the new card

-Regina needed to fill out Yates County Civil Service application

-Her title will be Library Clerk

-She is currently working Wednesdays and as needed

-Beth will be taking a vacation in the near future, Regina will step in for the week

Charter was found

Chris will have it framed

**Next Meeting July 14, 2025 4:00pm**

July 14 meeting agenda

-moving shelves to open up the space

-Security cameras

-Door does not work properly

-Need to change wording for payment to town- according to lawyer town cannot be charged for internet, electric, water, etc, only charged for space

Meeting adjourned at 4:22