BOLIVAR-HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Monday, December 7, 2020

4:00 p.m.

The meeting was called to order at 4:07 p.m. by Pres. Janet Harrison

Attending were: Pres. Janet Harrison, Betsy Self, Bill Gillette, Su Schmidt, Vickie Gale, Director Sara Curley, Aimee Tickerhoof (Auditor)

Motion to approve minutes from November 2, 2020 Board meeting 1st Su Schmidt, 2nd Bill Gillette, all agreed

Aimee Tickerhoof presented the Board with the final report and findings of her audit of the Bolivar-Harpers Ferry Public Library. Aimee issued a ‘clean opinion’ and there were no reported incidents. She had some general comments for the Board: the outside CPA firm is not posting small adjustments to match the Library’s Quickbooks ledger thus the CPA’s financial statement does not reflect the Library’s ledger. Aimee also noted that the outside CPA is not consistent with bank reconciliations. Aimee recommends more oversight by the Board and that a Board member do a monthly review of Quickbooks against Bank of Charles Town monthly statements. Treasurer Bill Gillette offered to oversee that duty.

Financial report presented by Director Sara Curley, available for review by request

Director’s Report presented by Director Sara Curley, available for review by request

Director Sara Curley reported to the Board on the status of longevity pay for the Library staff as outlined in the Policies and Procedures manual. There are currently five (5) employees of the Library. The total disbursement required to meet the Policies and Procedures would be $2,505.00.

Motion to approve disbursement of longevity pay for December, 2020. 1st Su Schmidt, 2nd Betsy Self, all agreed.

Motion to adjourn meeting at p.m.: 1st Bill Gillette, 2nd Su Schmidt, all agreed.

Next meeting January 4, 2021 at 4:00 p.m.