

Livingston Manor Free Library  
Board of Trustees Meeting  
October 24, 2016

MINUTES

PRESENT: Chatral A'dze, Jan Carlson, Jerry Ehrlich, Vicki Estabrook, Marge Feuerstein, Virginia Sanborn, Antoinette Schmidt and Terry Shultz.

ABSENT Rose Brown: Vera Farrell, Lena Lundquist and Evan Madison. All absences were excused.

ALSO PRESENT: Kristin Fowler, Library Director and Bonnie Boyd, Simply Superior Bookkeeping Services LLC

Vice President Feuerstein called the meeting to order at 6:05 p.m.

Minutes: Mr. Shultz made a motion to accept the minutes of the previous Board meeting as circulated. Ms. Estabrook seconded the motion. All in favor, the motion was accepted.

Treasurer's Report: Ms. Sanborn reviewed the financial statements. The reconciled cash balance as of as September 30 was \$36,703. The checkbook balance as of October 22 was \$28,880. (These financial reports had been distributed to Board members prior to the meeting.) There was discussion of the level of detail of expenses to be reviewed by entire Board. On motion of Mr. Shultz, seconded by Ms. A'dze, it was unanimously agreed that the Board should generally receive a summary by the Treasurer, rather than a detail expense listing, with a detail listing to be provided twice per year and that the Treasurer's report be accepted.

Ms. Sanborn then called the Board's attention to a series of financial procedure charts which had been distributed prior to the meeting. On motion of Mr. Shultz, seconded by Ms. A'dze, the procedures were unanimously adopted.

**OLD BUSINESS:**

Fund Drive Letter: Ms. Fowler reported that approximately \$1700 has been received in donations from the Fund Drive letter to date.

Bookkeeper: (Note: Ms. Boyd left the meeting prior to the Board considering retaining a bookkeeper.) Ms. Sanborn noted that several members of the Board had interviewed Ms. Boyd immediately prior to the Board meeting. On motion of Ms. Schmidt, seconded by Mr. Shultz, Ms. Boyd's proposal to provide bookkeeping services to the Library was unanimously accepted.

**DIRECTOR'S REPORT**

Ms. Fowler made a report on Library activities over the last month.

**ADJOURNMENT**

Ms. Carlson made a motion, seconded by Ms. Sanborn, to adjourn the Board meeting. The motion was unanimously adopted and the meeting adjourned at 6:56 PM.

Respectfully submitted,

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Jerrold Ehrlich, Secretary

**MEETING NOTICE NOVEMBER 2016 BOARD MEETING**

The next scheduled Board of Trustees Meeting is Monday, November 28, 2016 at 6 PM at the Library.