

Elk Rapids District Library
Finance Committee Meeting Notes
April 11, 2022

Committee Members

Liz Atkinson, Committee Chair, Milton Township

Julia Pollister Amos, Elk Rapids Township

Tom Stephenson, Village of Elk Rapids

Meeting called to order @ 10:15 am

Approval of Agenda

Discussions:

- Financial duties of Interim Director & bookkeeper discussed. Interim Director to approve bills, bookkeeper to handle Accounts Payable, with a separate person to conduct monthly bank reconciliations and monthly reports to the Treasurer and board. Pay scale discussed; \$25.00/hour recommended. 90 day review to assess duties/time requirements. Recommendations to the board: Laura Savoie as bookkeeper.
- Review of payroll service proposals. Integrated Payroll Services are highly recommended and cost effective. Recommendation to the board to approve outsourcing payroll to Integrated Payroll Services.
- Audit schedule discussed.

Meeting adjourned 10:27am

Submitted by Atkinson