

Elk Rapids District Library
Finance Committee Meeting Notes
March 17, 2022 @ 3:45 pm

Committee Members:

Liz Atkinson, Committee Chair, Milton Township

Julia Pollister Amos, Elk Rapids Township

Tom Stephenson, Village of Elk Rapids

Nannette Miller, Library Director

Meeting called to order @ 3:45 pm

Approval of Agenda

Discussions:

- Annual audit reports note segregation of accounting duties is preferred.
- Discussions regarding outsourcing payroll. Committee members agreed.
- Hiring a bookkeeper for Accounts Payable is preferred, whether contracted or on staff. (Should not be an account signer)
- Director Miller stated that the Annual subscription for Quickbooks has recently been paid.
- Updating monthly reporting discussed; all agreed to eliminating the excel report and using the computer-generated financial reports.
- Recommendations to the board:
 - Outsourcing Payroll
 - Hiring a bookkeeper for Accounts Payable (on staff or contract)
 - Possible workspace for bookkeeper if on staff.

Public Comment:

Mary Lobisco stated when a new facility is decided all fundraising should be kept separate. Board members commented all past and future Capital Campaign funds have been and will continue to be recorded in a separate accounting fund and bank.

Note: Stephenson will schedule a special board meeting to expedite the recommendations to the board for implementing the needed changes.

Meeting Adjourned 3:59 pm