

Elk Rapids District Library  
Finance Committee Meeting Notes  
Monday, September 20, 2021 @ 11:30 am

Committee Members

Liz Atkinson – Committee Chair; Milton Township

Julia Pollister Amos, Elk Rapids Township

Chuck Schuler, Village of Elk Rapids

Nannette Miller, Library Director

Meeting called to order at 11:58 am.

Overview of financial reporting required for board review/approval along with required documents for the annual audit.

Current procedures discussed. Online banking with restricted access is preferred for new Treasurer.

Discussions revolved around releasing checks before board approval vs. releasing checks after board approves. Current procedures include releasing utility and insurance payments prior to board approval. More discussions needed with vendors to change due dates.

Meeting adjourned 12:29