

Meeting Minutes of the Fowlerville District Library Board of Trustees

January 11, 2022

I. Call to order

- a. Landek-Salgado called the meeting to order at 11:00 a.m. on January 11, 2022 in the Fowlerville District Library program room.

II. Roll Call:

Present: Swain-Kuch, Ridenour, Woods, Helfmann, Landek-Salgado

Absent: D. Cornett, Kernozek

III. Approval of Agenda

- a. Motion Ridenour, second Woods, to approve the agenda as presented.
Aye: Helfmann, Ridenour, Woods, Landek-Salgado
Abstain: Swain-Kuch. Swain-Kuch declined to give a reason for abstaining from voting.
4 aye, 1 abstain. Motion passes.

IV. New Business

a. Audit Presentation, Maner Costerisan

- i. Bethany Verble of Maner Costerisan presented the audit for the year ended June 30, 2021. Several recommendations to improve internal controls or other operating efficiencies were noted.
 1. The budget needs to be amended on or before the year-end, June 30th.
 2. The Board should review the capitalization policy annually. It currently needs to be updated to say that all assets that will be used for more than one year be capitalized.
 3. To improve internal controls over electronic disbursements, one person should enter the transaction and another person, like the Library Director, should release the payment.
 4. As an internal control and to ensure another employee is trained to run payroll, the employee regularly running payroll should take a full week of vacation so someone else does the payroll/bills during that week.

b. YES! Committee

- i. Helfmann and Director Peters will serve on the YES! Committee.

V. Call to the Public

- a. No one spoke during the call to the public.

VI. Approval of Minutes

a. December 14, 2021 closed session

- i. Kernozek was not in attendance to present the closed session minutes. Agenda item will be moved to the January 26, 2022 meeting.

b. December 29, 2021

- i. Motion Landek-Salgado, second Woods, to approve the minutes as presented.

Aye: Helfmann, Ridenour, Woods, Landek-Salgado

Abstain: Swain-Kuch. Swain-Kuch was not at the December 29, 2021 meeting.

4 aye, 1 abstain. Motion passes.

VII. Committee Reports

a. Survey Committee (Kernozeck)

- i. Kernozeck was not in attendance to give a survey update. Agenda item will be moved to the January 26, 2022 meeting.

VIII. Old Business

- a. None

IX. Adjournment

- a. Motion Ridenour, second Helfmann, to adjourn at 11:58 a.m.

Aye: Helfmann, Ridenour, Woods, Landek-Salgado

Not present: Swain-Kuch. Swain-Kuch departed prior to voting.

4 aye. Motion passes.

Next Board Meeting
January 26, 2022 6:30 p.m.