

## Minutes of the WSPL Finance Meeting

6/4/2020

Reviewed and Accepted by the Board of Trustees 6/11/2020

Present: President Jessica Vance, Finance Officer Anne Culver, Trustee Carol Dame, Director Anne Brown, Bookkeeper Bernie Maurer

Meeting called to order at 1:03 pm by Finance Officer Anne Culver

1. All bank statements, reconciliations, check books, vouchers, and the monthly abstract were reviewed by Trustee Culver and Trustee Dame on 6/3/2020. No irregularities were found.
2. The Balance Sheet and Profit & Loss reports were also reviewed and approved.
3. Bookkeeper Maurer requested that the Committee consider keeping the Citizens Bank account active and maintain a \$2500.00 balance. This account is used for the DC connected to it to pay items from Walmart and occasionally, other vendors. The Committee agreed that keeping this account is useful.
4. Director Brown requested that the Committee consider temporarily suspend charging patrons for using their credit card to pay fines during the pandemic.

MOTION: Trustee Dame motioned to temporarily wave the credit card fee patrons are typically charged until further notice due to the COVID-10 pandemic. Seconded by Trustee Culver. Motion carried.

3/3: Yes

0: No

5. Some discussion was held about protective shields for the circulation desk. Several options are being explored. Trustee Teetsel will be working on this project and met with Director Brown to take measurements.
6. Director Brown discussed the library cleaning schedule with the Committee. A cleaning protocol involving cleaning of surfaces touched and work stations at shift change and at the end of the day in addition to the normal cleaning schedule.
7. Director Brown made the Committee aware that the Town of Walworth Building hours have been changed until further notice: Most Town employees will be in the building from 9am until 4pm Monday-Friday. This will affect the Library's schedule for materials pickup and the book drop hours since the Library will only be in operation when the building is accessible.

All of the above information will be shared at the Library Board of Trustee meeting on June 11, 2020

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