

Goodland Township Library Board Minutes

December 8, 2016, Thursday at 6pm. Special Meeting

Present: Janie Lupo, Mary Weemaes, Judy Walton

Absent: Vicki Marr, Gail Bissett

Other: Catherine Yezak, Len King, Helene Novy

Call to Order – 6:00pm

Agenda

Motion made to approve to approve agenda by Judy Walton, seconded by Janie Lupo.

MOTION PASSED.

Public Time

None

New Business

A special meeting was held to discuss accounting issues and the new lease with Goodland Township. The library board invited Len King, from King & King Accounting to advise the library with how it should be working with the Township regarding the collection of money and paying of bills.

- Dahn Endowment – It was brought to Mr. King that the Dahn Endowment had not been included as part of the library funds. He will correct his 2016 audit and include that information for the library. This needs to be noted in the Treasurers Report from the Township and the Library should be receiving a copy of this.
- Fundraiser Account - The library will close their fundraiser account with Chemical Bank (formerly Talmer Bank and Trust). This money will be submitted to the Township to be included in the library funds. However, the library can create an account with Chemical Bank to hold their “Approved” funds, which the Township can allocate a certain amount to be used to pay specific bills every month, such as DTE, SEMCO, Frontier, etc.
- The Clerk needs to provide the library with receipts for all money deposited into their account. The library needs to keep records in order to make sure all money is accounted for and bills are being paid on time.
- Mr. King suggested linking the library Quick Books account to the Township’s Quick Books. This will allow the library to keep track of what money they have, what they have spent, and what still remains. The library would also then be able to print up their own receipts for all funds deposited into their accounts.
- The library needs four (4) accounts: Petty Cash (money on hand), General Fund, Approved Account, and the Endowments.

Unfinished Business

The board has been in contact with Scott Hogan, a property lawyer in the Foster & Swift office. He has reworked the Lease so that it benefits both parties.

- The board looked at the Township's revised lease and compared it to the draft version that has been presented by Mr. Hogan. The board prefers the language in Mr. Hogan's draft version.
- With a couple of changes to phrasing and the signature page, the board is submitting Mr. Hogan's version to the township.
- Director Yezak will contact Mr. Hogan with the changes and ask that a clean copy be submitted to the library for submission to the township board.

Meeting adjourned at 9:00pm

Respectfully Submitted by,

Catherine Yezak, Director

Dan Fifield, Chair

Janie Lupo, Secretary

Mary Weemaes, Vice Chair

Judy Walton, Treasurer

Vicki Marr

Gail Bissett