

SPECIAL MEETING OF THE BOARD OF TRUSTEES OF
THE CENTER MORICHES FREE PUBLIC LIBRARY

Held October 17, 1950 at Library rooms. Meeting called to order at 1:00 p.m., EST.

Present were Mrs. Havens; Mrs. Goldsmith; Mr. MacDonald; Mr. Hallock and State Audit & Control Examiner Mr. David R. Sherman. (253 Madison Street, New York 2, N.Y.). Mr. Wood was absent.

Mr. Sherman explained to the Trustees what was required by the New York State Department of Audit and Control in relation to the keeping of accounts and minutes, as well as many other points of Library interest. A summary of facts important follow:

1. Library checks must be printed with spaces for signatures of the Board Chairman, Secretary and the School District Treasurer. Space may be left for invoice numbers on left side. Only one check is necessary for each transaction.
2. At the regular annual public meeting, no vote is necessary on the budget unless more than the original amount of the previous year is asked for. Election of Board Trustees must be by ballot, with the number of votes recorded.
3. At the organizational meeting held in July, officers may be elected by Board members. The Secretary may cast one vote for these officers.
4. All business must be conducted at regular or special meetings. Objectors to motions should be listed by name.
5. No business should be conducted on a retroactive basis. Before employing any personnel, wage rates should be fixed. All bills authorized for payment must be listed in the minutes, including employees salaries.
6. The School District Treasurer is required to act as the Library Treasurer without additional pay. The School bonding of the Treasurer covers his activities as Library Treasurer. (Our minutes of 8-30-50 to be amended to confirm to above.)
7. Unexpended balance of budget may be used after June 30, end of School year, as fiscal year for NYS is as calendar year. Balance may be placed in capatial reserve fund for building and may be invested in Government bonds of not more that two year maturity.
8. Book fines should be reported to the Trustees and must not be used for any purpose, but must be deposited weekly in a separate account, a duplicate deposit slip to go to the Treasurer.
9. All disbursements must be made check. Petty cash expended for stamps, etc. must be accounted for by voucher and/or receipt. Paid invoices must be kept in monthly folders at the Library rooms. All paid invoices and claims must bear check No.

10. Deposits on books made by patrons may be returned only upon receipt of a claim and must be by check. Receipts for deposits to be in duplicate and numbered.
11. The Treasurer must receive and deposit, all gifts of monies, bonds, etc. The Treasurer must also keep a cash book. Signed checks are Treasurer's orders for payment, although a typed warrant of checks for payment signed by Chairman may be used.
12. The Librarian must keep a running cash book with a tally sheet showing monies received. Deposits requested of patrons should be large enough to cover cost of books taken out.
13. Library's books must be closed by June 30th and petty cash must be returned to account for auditing. A check may be drawn for petty cash at the beginning of the fiscal year, July 1st.

Meeting adjourned 3:10 p.m.

(signed James A. Hallock)
(10) secretary