

CRANDALL PUBLIC LIBRARY
BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING

MINUTES
October 9, 2012

Present: B. Caimano, S. Putnam, P. Irion, K. Naftaly, C. Davis

Chair P. Irion called the meeting to order at 4:00 p.m.

Ms. Naftaly presented a quote from Bibliotheca for replacement and improvements to the current RFID Self-Check equipment in the Library. She proposed funding the upgrade with funds from the Watson bequest. The current equipment was installed in 2008 and is wearing out. The proposed upgrade would maintain the same number of check out stations, increase the number of coin machines, improve efficiency, and exhibit more attractive looking machines than the current machines. The proposal includes a 5 year maintenance plan that if paid in advance saves the Library a total of \$14,625. The entire upgrade will cost slightly more than \$80,000.

If the proposal is approved, Ms. Naftaly will work with Architect Paul Mays on integration with next year's NYS Construction Grant Application as part of ongoing efforts to improve customer service and staff efficiencies. He will create a proposal based on the Library's decisions.

Purchase and installation of new bicycle racks as previously suggested is still a consideration, but the proposed upgrade has become a priority.

A motion to approve the upgrade and present it for full Board approval on October 24 was made by B. Caimano and seconded by S. Putnam; no opposed.

Ms. Davis reported that an RFP was done in 2011 to the big local firms for financial auditing. There were five responses. Two declined, one could not be delivered, Whittemore, Downen and Ricciardelli LLP quoted between \$18,000 and \$21,000 and Fuller LaFiura came in at around \$9,000 per year for a 3-year term. The Board voted to accept the quote from Fuller & LaFiura.

Mr. LaFiura informed staff, Ms. Davis and Ms. Bell that he and Mr. Fuller were dissolving their partnership as of December 1, 2012. Ms. Davis informed the committee that we do not have the completed 2011 audit report yet the RFP explicitly states that the report would be submitted by April of the following year—i.e. April 2012 for 2011. At this point Mr. LaFiura intends to report at the October 24, 2012 Board meeting. Ms. Davis and Ms. Naftaly expressed their concerns about the delay. A minimum of six business transactions have not been completely in a timely manner due to the tardy report.

Ms. Caimano made a motion, seconded by Ms. Putnam for Crandall Public Library to seek quotes from regional accounting firms that have knowledge of non-profit accounting methods to conduct year-end audits for the Library; unanimously approved.

Ms. Putnam moved, seconded by Ms. Caimano to adjourn meeting at 4:30 p.m.