

**Warren-Newport Public Library District
Board of Trustees
Committee of the Whole Report**

Committee Work: Finance

Date and time: November 2, 2020, 7:00pm – 7:06, and 7:17 – 7:32 via electronic participation

Attendees:

Board: Jo Beckwith, George Kotsinis, Bonnie Sutton, Andrea Farr Capizzi, Jennifer Cheng, Anne Linsdau-Hoepfner, Katherine Arnold, Anne Linsdau-Hoepfner,

Library Staff: Ryan Livergood, Noreen Reese, Sandy Beda, Gina Ornelas, Jan Marsh, Doug Wideburg

Guest: Kevin Smith, auditor, Eder Casella & Co. present 7:17 – 7:32

Summary: What was discussed, reported on, accomplished? Was there consensus on a decision?

1. Financial statements for the period ended September 30, 2020, were discussed. Recommended for approval at the November board meeting.
2. Discussion of cutting back on Covid cleaning, costs are not sustainable. Will continue to clean in high traffic areas.
3. Policy 2040, Wage Scale was discussed and will be put on the consent agenda. Policy 2040 changes are to keep in compliance with increases in the minimum wage.
4. Auditor Kevin Smith will presented the audit financial statements and answered questions. Mr. Smith said the field work went well, there will be no management letter as there were no material weaknesses in our internal controls, Doug Wideburg had the books and records in good order for the audit. Board recommended approval at the November board meeting under the consent agenda.

Recommendation(s) for Board Action (if any):

Move that the Board Approve xxx (consent agenda) or (new business)

Move that the Board approve September 2020 financial statements, 2019/2020 audited financial statements, and Policy 2040 Wage Scale

Tasks Pending (if any) Who – What – When: Who is doing the task? What is it? What is the deadline?

Agenda item(s) for next Committee of the Whole:

October 2020 financial statements.

Submitted by/date: Andrea Farr Capizzi / November 2, 2020