

Clifton Park-Halfmoon Public Library

Board of Trustees Meeting

May 6, 2009

Present: Cliff Bueno, Deborah Curto, Arnold Elman, Dave Golden, Azita Hirs, Zeb Robbins, Christene Thurston.

Also present were: Alex Gutelius, Betty Treffiletti, Amanda Halabuda and Bill Mapes from the Office of the State Comptroller, Joe Battaglia from Cusack & Co.

Absent: Linda Fennelly, John Cosgrove, John Coniglio, Joe Gaug. Ed Rodger participated via telephone.

Chairman Golden opened the Board meeting at 5:00 pm.

AGENDA: The Agenda was accepted by the common consent of all present.

OFFICE OF THE STATE COMPTROLLER - ENTRANCE CONFERENCE:

Those present at the meeting introduced themselves. Halabuda outlined the focus of the audit which will be internal controls over financial operations and Board oversight. The audit will cover the period between January 1, 2008 through the current period. Once the initial audit survey is complete, the fieldwork phase will begin which consists of a focused audit effort.

Halabuda explained the overall audit process and the approximate timelines for the audit. It was explained that after the fieldwork at the library which is expected to take approximately two months, a report is generated and discussed with the Board. An exit conference will be scheduled with the Board at which the draft written report will be reviewed. Once the draft report is delivered, The Board will have 30 days to respond to the audit findings.

The final audit report is a public document and available to anyone who requests a copy. The audit reports are posted on the website of the Office of the State Comptroller.

Halabuda then asked the Trustees present a number of questions.

- Does the Board go out to bid for audit services every 5 years? Treffiletti answered that at the time the Board decided there was a need for a more complete financial report there was a bid process done.
- What financial reports does the Board receive on a monthly basis? The Treasurer's report.
- Does the Board have a long term financial plan? Bueno answered that the Board has recently convened a Strategic Planning Committee to address long term planning and the financial impact on the library's operation.
- Does the Board believe they receive necessary financial information? Yes.

Halabuda then asked whether the Trustees have any areas of concern or areas of financial controls they would like to see strengthened. None were expressed. She also encouraged the Trustees to contact her if they have any questions about the audit.

Elman then made the **Motion**, seconded by Bueno, to end the Regular Session and enter the Executive Session at 5:30 pm. **Motion** passed unanimously.

At 5:35 pm. Robbins made the **Motion**, seconded by Thurston to end the Executive Session and reenter the Regular Session. **Motion** passed unanimously.

At 5:36 pm, Thurston made the **Motion**, seconded by Robbins to end the Regular Session. **Motion** passed unanimously and meeting was adjourned.