

**ELMWOOD PARK PUBLIC LIBRARY  
FINANCE/AUDIT COMMITTEE MEETING  
MINUTES  
April 20, 2017  
7:30 P.M.**

1. Call to Order: Terri Sorrentino called the meeting to order at 7:30 p.m.

2. Roll Call: Upon roll call the following were present:

Present: Trustees Jonathan Rivera, Terri Sorrentino, Carole Bilbo (at 7:31), Elsa Volpe (at 7:32), and Marisa Santangelo (at 7:46)

Also present: Director Tiffany Verzani, Assistant Director Jason Stuhlmann

3. Review of Payroll, Transfers, and April Vouchers:

4. Unfinished Business: None

5. New Business:

a. Fraud Risk Assessment: Tiffany discussed that she and Maureen did the fraud risk assessment for the auditors, and we have no risks. They will be sending the assessment to our auditor Hollis.

b. Branded items for sale: Tiffany explained that she, Jason, and Christina discussed the prices extensively and think the prices presented are very reasonable. The prices will include the sales tax. Everyone on the committee was okay with the prices and recommended that profit not exceed \$2.00.

c. Special Events Committee report: Tiffany explained how the Events evolved out of the Programming Committee. Then she talked about the speakeasy idea for Banned Books Week in September. Everyone loved the flyer that Kim had put together, but suggested possibly taking off the mention of cocktails for now. Jonathan and Terri asked about having liquor, and who would be doing the wine tasting, which Tiffany answered. Marisa suggested that we investigate raffles and auctions as a way lower the ticket price to the event but still make some money. Then everyone discussed the price and agreed it should not exceed \$30.00 a ticket.

6. Adjournment: A motion was made by Jonathan Rivera and seconded by Elsa Volpe to adjourn at 7:55 p.m. Upon roll call the Committee voted as follows:

Ayes:           3       Nays:           0           Absent:        0

Motion carried. Meeting adjourned.

7. Next Regularly Scheduled Meeting:                   May 18, 2017

  
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Treasurer, Committee chair

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Date filed (Office)