

DOVER FREE LIBRARY

June 28, 2017

SPECIAL BOARD OF TRUSTEES MEETING

Meeting Called to Order: 5:00 PM

Present: Hillary Twining, Meredith Anton, Darcy Canu, and John Flores

New Business: The Board of Trustees met to discuss and vote on hiring a new payroll service provider in light of Randy Terk's relocation to California. John provided the Trustees with a Payroll Service Quote/Proposal from Lisa Bloch of Accounting Systems Design in Brattleboro. Lisa would provide monthly payroll services for up to 4 employees of the Dover Free Library on a bi-weekly basis for \$150.00. Lisa would not provide bookkeeping services. Her suggestion was for the DFL to acquire its own version of Quickbooks Plus. She could provide training at an additional cost or John said there is a free training course on Quickbooks through the state of Vermont. He would be willing to learn Quickbooks so the library could take care of its own bookkeeping.

John said that he had reached out to Randy asking if Randy could do the final Financial Statements for the library as the fiscal year ends on June 30th. Hillary said she would follow up with Randy as well, as this would be very helpful as the library ushers in a new payroll service provider.

Hillary made a motion to hire Lisa Bloch as the new payroll service provider for the DFL. Meredith seconded the motion. Motion passed.

Hillary motioned to authorize John to provide all of the DFL's necessary banking information to Lisa Bloch, pending review of her contract and confirmation that adequate security measures have been taken to protect the DFL. Meredith seconded the motion. Motion passed.

Next Meeting: Wednesday, July 19th at 5:00 PM.

Meeting Adjourned: 5:35 PM

Respectfully Submitted,

Hillary Twining, Chairperson

Meredith Anton, Secretary

These minutes are unofficial. They have not been approved by the Trustees of the DFL. Corrected minutes will be available at the library after the next regularly scheduled meeting. Public notice of these minutes have been posted at the following locations: Dover Town Clerk's Bulletin Board, The Dover School, West Dover Post Office, East Dover Post Office, Dover Free Library, DFL: doverfreelibrary1913.org.