

## **Minutes of the September 25, 2019, Meeting of the Brewster Public Library Board of Trustees**

In attendance: Margaret Bruen, Peter Carey, Michael Conn, Karen DeSantis, Kevin Finnegan, Robert Gosselink (by telephone), Kathleen Sakowicz, Gina Loprinzo (Director). Also present for part of the meeting, Steven Bender, CPA.

Board President Peter Carey called the meeting to order at 5:10 p.m.

No public comment received.

Mr. Conn moved to approve the minutes of the August 24 meeting. Mr. Finnegan seconded the motion, and the Board approved the motion unanimously.

Mr. Bender discussed the Management Representation Letter that he submitted for the Library's approval. The letter is the industry-standard and is necessary for Mr. Bender to issue an audit letter finding the Library's financials to be "fair and in accordance with GAAP." Mr. Bender noted that all opinions are subject to a materiality threshold.

### **Financial Report**

- The Board reviewed the Financial Report. Mr. Conn moved to accept the Financial Report. Ms. Bruen seconded the motion, and the Board approved the motion unanimously.

### **Director's report**

- The Board reviewed the Director's Report.

### **Update from Building Committee**

- Mr. Gosselink discussed status of the construction.

### **New Business**

- Ms. Loprinzo discussed the \$25,560 DLD grant available to the Library. Ms. DeSantis moved to authorize Ms. Loprinzo to accept the DLD grant. Mr. Conn seconded the motion, and the Board approved the motion unanimously.
- The Board reviewed the following invoices for capital expenses: Jacobowitz & Gubitz for \$5,964.85; Veith Enterprises for \$5,700.00; Barone Construction for \$112,575.00; BRM Architects for \$38,705.01; and the Village of Brewster for \$480 for a gas permit. Mr. Finnegan moved to approve payment of the capital expenses. Mr. Gosselink seconded the motion, and the Board approved the motion unanimously.
- The Board reviewed three proposed change orders submitted by Barone Construction, one of which decreased the contract amount by \$39,779, and one of which increased

the contract amount by \$30,796. (The third proposed change order did not vary the contract amount.) Ms. Bruen moved to approve the proposed change orders. Mr. Finnegan seconded the motion, and the Board approved the motion unanimously.

- Mr. Finnegan moved to authorize Mr. Carey to execute the Management Representation Letter and to accept the audit. Ms. Bruen seconded the motion, and the Board approved the motion unanimously.

Ms. DeSantis moved to adjourn. Mr. Finnegan seconded the motion, and the Board approved unanimously. Mr. Carey adjourned the meeting at 6:24.