

Northville Public Library

Board of Trustees

Meeting Minutes

Thursday, August 22, 2024

The meeting took place in order to transfer financial documents from the Northville Public Library to Mark Bolebruch of "on the Mark accounting, inc." (which will be referred to as "on the Mark" in this document).

In attendance: John Knapp, Michael Feldman, Richard Cole, Alisha Rivera-Holmes, Stella

Public attendee: Mark Bolebruch, EA

Feldman gave background on the Treasurer's role and why he was passing that to "on the Mark." Cole provided the backstory on the Morgan Stanley account, which Cole will continue to manage.

Alisha let "on the Mark" know an extension to October 2024 was requested in order for her to complete & submit the Comptroller report, which was due Aug 2024.

W4 has been completed for part-time clerk (Sophia), who will start in September. The part-time cleaning person (subcontractor position) will receive a 1099 (W9 was completed).

I9s have been completed for part-time clerk, cleaning person, primary clerk, and library director.

Discussion of:

- difference between W2 and W4 forms
- LS54 (needed for primary & part-time clerk) and LS59 (needed for exempt employee) forms
- difference between what it means to be paid bi-monthly vs bi-weekly

Alisha is paid bi-monthly (15th & 30th), but "on the Mark" will switch this to bi-weekly (paid on the same day every other week) per Alisha's request.

Feldman is processing payroll one more time before transferring payroll to "on the Mark." Alisha will email "on the Mark" Diane's and Sophia's hours prior to 9/9/24 for payroll processing: check date 9/13/24.

"on the Mark" will order checks from 'Checks for Less' and bill the library for the cost. Feldman provided "on the Mark" with a voided blank check. A signature stamp with Feldman's signature will be ordered for use by "on the Mark."

Annual reports:

1. MVLS due in Feb to be completed by Alisha
2. Comptroller due in Aug to be completed by Alisha
3. 990 for the foundation to be completed by Cole
4. 990 for library to be completed by "on the Mark"

Feldman saw Bolebruch to the door. Did a quick run-through of ongoing construction in the building and discussed window frames in rear of the structure.