

Conway Public Library Trustees

Meeting of November 13, 2024

Treasurer's Report

1. Nella Braddy Henney Trust Document

The original copy of the designated authorized representatives naming Andrea Libby and James Cousins is complete. Where should it be stored? Document storage, please see item 2.

2. Document storage

1. Bank/Trust/Money Market accounts. Where should documents be stored?
2. What are the expectations in the saving of financial documents?

3. NH DoJ request for original source documentation of Bar Harbor trust funds

Andrea Libby is going through paper records to try to find the origin documents. The DoJ did not find the previous submission adequate.

4. Quickbooks online credentials

2 factor authentication will be set up on James Cousin's cell phone for access to the Quickbooks online account with user name alibby@conwaypubliclibrary.org. This account is the master admin account.

5. TD Bank account totals as of month ending 10/31/24

Donation account (Money Market): \$9,442.90. Net gain \$2.40
Income account: (Money Market) \$7,287.63. Net gain \$1.85
Operating account: \$16,217.82. Net gain \$218.45
Paypal: \$7,225.25. Net gain \$403.84

6. Trust accounts

Nella Braddy Henny Trust \$59.33

Bar Harbor Wealth Management. I reached out to Kelli Lively of Nancy Goss & Associates to find out where the account is in Quickbooks. Does the library have a log in for this account? If not or if unknown, I can reach out to them to ask.

Respectfully submitted,

Andrea Libby, Treasurer