



Mesa County Libraries  
**BOARD**  
 OF **TRUSTEES**  
 • C O M M I T T E E M E E T I N G •

## Audit Committee MINUTES

Date and Time: Tuesday, April 16, 2019 – 11:30 a.m.

Location: Central Library, 443 N. 6<sup>th</sup> St., Grand Junction, CO – Administration Conference Room

#	Agenda Item
1	Opening: <ul style="list-style-type: none"> <li>• Call to Order and Roll Call               <ul style="list-style-type: none"> <li>○ Board President Blanchard called the meeting to order at 11:34 a.m.</li> <li>○ BOARD PRESENT: Elaine Barnett, Barry Blanchard, Dean DiDario</li> <li>○ STAFF PRESENT: Laurie Cole, Stacey Smith</li> <li>○ GUEST PRESENT: Lisa Hemann of Chadwick, Steinkirchner, Davis &amp; Co., P.C.</li> </ul> </li> <li>• Review of Agenda: The agenda was accepted as presented.</li> </ul>
2	Determine Audit Committee Chair <ul style="list-style-type: none"> <li>• DiDario volunteered to serve as committee chair, and the committee accepted his offer.</li> </ul>
3	2018 Audit Compilation Update by Lisa Hemann, CPA from Chadwick, Steinkirchner, Davis & Co., P.C. <ul style="list-style-type: none"> <li>• Cole stated that she provided information during the recent library district audit for fiscal year 2018, which took place April 1 through April 3, 2019.               <ul style="list-style-type: none"> <li>○ This is Cole’s first year writing the MCL Foundation financial statements for 2018.</li> <li>○ There was one audit adjustment to correct calculation of wages payable for the pay period ending December 31, 2018. Cole acknowledged that only two people were checking those calculations at the time. Since this audit finding, the process has been changed to include three staff members checking these numbers. Hemann announced that this control weakness has been corrected from her perspective.</li> </ul> </li> <li>• Hemann advised there were no significant changes in the audit process this year. The greatest change they identified was the executive director’s departure mid-year and subsequent replacement by an internal interim director. The auditors received all requested information from MCL staff. They observed that communication between the district and MCLF is good.</li> <li>• Cole noted that there were three internal audits conducted by board trustees before postponing the process in mid-2018 due to the director search; she solicited trustees’ opinions on resuming the practice. Committee members expressed strong support of continuing the board’s internal audits to benefit their own understanding, to engage with staff, and to identify audit focus topics.               <ul style="list-style-type: none"> <li>○ Meeting attendees discussed how internal audits can help identify positive or negative changes in internal controls concurrent with or resulting from key management or staff turnover.</li> <li>○ Hemann supports internal audits, and would like to hear from trustees if there is anything they observe that they would like the auditors to investigate during any given year.</li> <li>○ Blanchard advised resuming internal audits pending further board discussion in July.</li> </ul> </li> <li>• Cole advised that Blair Wade and the business office staff could cover her responsibilities should she be suddenly incapacitated; she has pointedly worked on internal succession planning.</li> </ul>
4	Adjournment <ul style="list-style-type: none"> <li>• Meeting was adjourned by DiDario at 11:57 a.m.</li> </ul>

Minutes submitted by Stacey Smith, MCL Executive Assistant