

**QUEENS LIBRARY**  
**AUDIT COMMITTEE**  
**THURSDAY, MAY 20, 2021**  
**MINUTES**

A meeting of the Audit Committee was held at virtually via WebEx, on Thursday, May 20, 2021. The meeting was called to order at 4:51 PM by Committee Chair, Carl S. Koerner Esq.

**I. CALL TO ORDER**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Carl S. Koerner, Esq.	Committee Chair	Present	
Judy E. Bergtraum, Esq.	Board Member	Present	
Haeda Mihaltses	Chair of the Board	Present	
Michael E. Rodriguez, Esq.	Board Member	Present	
George Russo, Esq.	Board Member	Present	
Terri Thomson	Board Member	Present	

**II. AGENDA**

**A. Report Item**

**1. Preliminary Budget Report - Update (ID # 2502)**

The agenda was revised to include this report item.

Michael Tragale, Chief Financial Officer and Sr. VP, reported that on May 7, 2021 the Library received the Comptroller’s Preliminary Draft Report on the follow-up audit. On May 25, the Preliminary Report will be discussed at the Library’s exit conference with the Comptroller's staff.

Mr. Tragale stated that the Library has a robust procurement policy and procedures, of which the board is fully aware. However, the Comptroller did not feel that the Library's procedures for procurement and oversight of credit card expenditures are reflected in the Library’s current policies. Trustee Terri Thomson asked Mr. Tragale to give a background report on the Comptroller’s original audit. Mr. Tragale reported the Library received the Comptroller’s audit engagement letter on January 20, 2014. The Comptroller’s final report was completed on July 7, 2015, which made a number of recommendations. On October 2, 2019, the Comptroller initiated the current follow-up audit, to review the Library's implementation of its original recommendations from 2015.

Mr. Tragale also reported that the exit interview would address the Comptroller’s inquiry regarding gas fuel cards, take home vehicles policies and procedures, the Foundation's budget, and managerial time records. Dennis M. Walcott, President and CEO, reported to the committee that the Library is preparing responses for the Comptroller’s exit interview.

<b>RESULT:</b>	<b>PRESENTED</b>
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**B. Action Item(s)**

**1. Motion to Go into Executive Session (ID # 2455)**

**Recommended Motion for Consideration:**

*I move that the meeting move into Executive Session.*

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<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Haeda Mihaltses
<b>SECONDER:</b>	George Russo, Esq.
<b>AYES:</b>	Koerner Esq., Bergtraum, Esq., Mihaltses, Rodriguez, Esq., Russo, Esq., Thomson

**2. Motion to Return to Public Session (ID # 2456)**

**Recommended Motion for Consideration:**

*I move that the meeting return to Public Session.*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Judy E. Bergtraum, Esq.
<b>AYES:</b>	Koerner Esq., Bergtraum, Esq., Mihaltses, Rodriguez, Esq., Russo, Esq., Thomson

**III. ADJOURNMENT**

**1. Motion to Adjourn (ID # 2457)**

**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*

<b>RESULT:</b>	<b>RECOMMENDED [Unanimous]</b>
<b>MOVER:</b>	Carl S. Koerner, Esq.
<b>SECONDER:</b>	Judy E. Bergtraum, Esq.
<b>AYES:</b>	Koerner, Esq., Bergtraum, Esq., Mihaltses, Rodriguez, Esq., Russo, Esq., Thomson

The meeting was closed at 6:02 PM.

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**Committee Chair**