

Minutes

Library Board of Trustees Finance & Facilities Committee

October 21, 2014

Present: Michael Fultz, Chair; Melissa Hodek, Jack Shinnock, Don Barlow, Executive Director and Dan Griscom, Fiscal Officer.

- Mr. Fultz called the meeting to order at 6:00 p.m.
- Minutes from the September 16, 2014 meeting were approved.
- The committee reviewed financial reports for the month of September 2014 as presented by Mr. Griscom.
- Discussion was held on the following items:
 - Update on personnel in fiscal office
 - Letter from State Auditor regarding 2013 Financial Report
 - Update on accounting software proposals
 - Status of Fiscal Policy Manual
 - Status of long-term budget projection
 - Bring draft of Fiscal Policy Manual to November meeting
 - Include long-term budget in Fiscal Officer's 2015 goals
 - Bring 2014 accomplishments and highlights and 2015 goals to November meeting
 - Talk with Steve and meet with Tech Committee regarding accounting software proposal
 - Bring back software proposal with proposed cap (maximum outlay)
- The next meeting of the Finance & Facilities Committee will be November 18, 2014 at 6:00 p.m.
- The meeting was adjourned at 7:20 p.m.

Minutes submitted by: Dan Griscom