

Minutes

Library Board of Trustees Finance & Facilities Committee Meeting

November 17, 2015

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

- Mr. Shinnock called the meeting to order at 6:15 p.m. (Mr. Fultz arrived at 6:22 p.m.)
- Minutes from the October 19, 2015 meeting were approved.
- The committee reviewed financial reports for October 2015 as presented by Mr. Griscom.
- The committee discussed the following items:
 - Fiscal Policy Manual (final revisions)
 - Signature on checks – physical signature vs facsimile, and discussion of whether there should be a threshold requiring a physical signature by Board President. Dan will provide information on quantities and dollar amounts of checks issued.
 - Fiscal Officer's evaluation and goals (draft)
 - Ten-year budget projection – this will be built and refined over the next several months, including assumptions used in the calculations.
 - Temporary budget for 2016. The 2016 budget will include phase 2 of the RFID project and the parking lot addition (joint venture with city).
- The next meeting of the Finance & Facilities Committee will be held December 15, 2015 at 6:00 p.m. Items for the next meeting will include a review of monthly financials, Fiscal Officer's 2015 review and 2016 goals, a draft of the ten-year budget projection, 2015 final amended appropriation (budget) and 2016 temporary appropriation (budget).
- The meeting was adjourned at 7:28 p.m.

Minutes submitted by: Dan Griscom