

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

January 19, 2016

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

- Mr. Fultz called the meeting to order at 6:04 p.m.
- Minutes from the December 15, 2015 meeting were approved.
- The committee reviewed financial reports for December 2015 as presented by Mr. Griscom.
- The committee discussed the following items:
 - Melissa has been reviewing payment batches for weekly check runs
 - Fiscal Policy Manual – final edits are being made and the manual will be printed and handed to the Board for approval on 1/26/16
 - Review of draft ten-year budget projection
 - Appropriation adjustments (Dec. 2015) to be ratified by Board 1/26/16
 - RFID material handling system will be on Board agenda 1/26/16
- The next meeting of the Finance and Facilities Committee was scheduled for February 16, 2016 at 6:00 p.m. Items for the next meeting will include a review of monthly financials and the ten-year budget projection. *[Note: The February 16, 2016 meeting was canceled. The next meeting was scheduled for March 21, 2016 at 5:30 p.m.]*
- The meeting was adjourned at 7:40 p.m.

Minutes submitted by: Dan Griscom