

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

October 26, 2016

Present: Melissa Hodek, Chair, Mary Lightbody, Jack Shinnock, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer.

- Ms. Hodek called the meeting to order at 5:02 p.m.
- Minutes from the September 27, 2016 meeting were approved.
- The committee discussed the following items:
 - Fiscal Officer's 2016 Accomplishments and 2017 Goals
 - Other Items: A patron wants to use meeting rooms for business. The Committee would like to see meeting room usage demographics.
 - Capital Budget – Dan will get with Don and fill in more information and bring to the next meeting.
 - Emergency Management Plan- The draft document was discussed and further edits were made.
- The next meeting was scheduled for November 28, 2016 at 5:00 p.m. in the Board Room. Agenda items will include the Capital Budget and the Emergency Management Plan.
- The meeting was adjourned at 6:48 p.m.

Minutes submitted by: Dan Griscom