

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

December 20, 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 November 28, 2016 meeting were approved.
- The committee discussed the following items:
 - Meeting room usage by for-profit organizations – Don will draft a policy for discussion at the next meeting.
 - Capital Budget – The committee agreed to table this item for several months to allow Dan to work on GAAP and other pressing items. Dan’s goal is to complete it by September 2017. Dan will meet with Don prior to Don’s retirement regarding the Library’s capital projects and history.
 - Amended Appropriations (Budget) for 2016
 - Temporary Appropriations (Budget) for 2017 – After discussion, Dan adjusted PLF revenue estimates to agree with the counties’ latest estimates.
 - Fines and Fees – The committee discussed various options, from reducing fines to going “fines-free” as some other libraries have done. There was also discussion about restoring computer use privileges to those who are now blocked due to non-payment of fines. Possible revisions to the fines policy will be discussed further at the next meeting.
 - Emergency Management Plan- The draft document was discussed and further edits were made.
- The next meeting was not scheduled because the 2017 committee members have not yet been designated. After the members are appointed at the January 24 Board meeting, they will set a date for the next meeting.
- The meeting was adjourned at 6:45 p.m.

Minutes submitted by: Dan Griscom