

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

February 13, 2017

Present: Melissa Hodek, Chair, Mary Lightbody, Shawn Smith, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer, Kristin Michel, Assistant Director and Katrina Plourde, HR Manager.

- Ms. Hodek called the meeting to order at 5:30 p.m.
- Minutes from the December 20, 2016 meeting were approved.
- The committee discussed the following items:
 - Emergency Management Plan – Katrina will edit the document and bring back to the Committee for further review.
 - Meeting room usage by for-profit organizations – Don presented the revised policy for discussion. The Committee will recommend Board approval of the revised policy at the February 28 Board meeting.
 - Fines Policy – Kristin and Don explained the proposed revisions to the fines policy. The Committee will recommend Board approval of the revised policy at the February 28 Board meeting. (Katrina and Kristin left the meeting at 6:28 p.m.)
 - Credit Card for Outreach Dept. Gasoline Purchases – Dan explained the need for a VISA card for Julie Kerns, Outreach Dept. Manager. The Committee will recommend Board approval of the credit card at the February 28 Board meeting.
 - Melissa and Dan briefly reviewed the status of Dan’s 2017 goals.
- The next meeting was scheduled for Monday, March 20, 2017 at 5:30 p.m. [Note: the Committee later changed the next meeting date to Tuesday, March 21, 2017 at 6:30 p.m., at Dan’s request.]
- The meeting was adjourned at 6:50 p.m.

Minutes submitted by: Dan Griscom