

## Minutes

### Library Board of Trustees Finance and Facilities Committee Meeting

**April 25, 2017**

**Present: Melissa Hodek, Chair, Mary Lightbody, Shawn Smith, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer and Katrina Plourde, HR Manager. (Kristin Michel, Assistant Director, joined the meeting at 6:01 p.m.)**

- Ms. Hodek called the meeting to order at 5:33 p.m.
- Minutes from the March 21, 2017 meeting were approved.
- The committee discussed the following items:
  - Emergency Management Plan – Ms. Plourde and the committee members reviewed the draft and made further edits. The document will be refined further and submitted to the Board for approval at the May 23 Board meeting.
  - Ms. Hodek said the Fiscal Policy Manual needs to be reviewed, with updates to the Fiscal Calendar and other sections of the manual as needed. This will be discussed at the next committee meeting.
  - Ms. Michel presented and explained proposed changes to the Fines and Fees policy.
  - The auditors have finished their on-site work and are finalizing the audit. Mr. Griscom will contact the auditors to clarify the guidelines regarding the post-audit conference.
  - Mr. Barlow updated the committee on the status of the state budget and the Public Library Fund.
  - Mr. Griscom is working with his deputies to finalize the accounting procedural manual. The goal is to finish it in May.
- The next meeting was scheduled for Tuesday, April 25, 2017 at 5:30 p.m. Topics will include the annual Tax Budget for 2018, the Fiscal Policy Manual, the Emergency Management Plan, and other items as needed.
- The meeting was adjourned at 6:30 p.m.