

## Minutes

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

June 21, 2017

**Present: Melissa Hodek, Chair, Mary Lightbody, Shawn Smith, Erin Francoeur, Executive Director, Dan Griscom, Fiscal Officer and Kristin Michel, Assistant Manager.**

- Ms. Hodek called the meeting to order at 5:30 p.m.
- Minutes from the May 17, 2017 meeting were approved.
- The committee discussed the following items:
  - Emergency Management Plan – The committee reviewed the edits recommended by the Westerville Fire Dept. and Westerville Police Dept. The Board will be updated on June 27, and the committee will recommend approval of the plan at the July 25 Board meeting.
  - Fines and Fees Policy – Ms. Michel reviewed the policy with the committee. It will be discussed further at the June 27 Board meeting.
  - Updates to Fiscal Policy Manual – Mr. Griscom discussed proposed edits with the committee. He will bring further edits to the next committee meeting for review, and the committee may propose that the Board approve the revised manual in September.
  - Status review of Fiscal Officer's 2017 Goals – the committee discussed Mr. Griscom's goal progress, and the priorities for Mr. Griscom's remaining goals of 2017.
- The next meeting was scheduled for Wednesday, September 18, 2017 at 5:30 p.m. Topics will include Fiscal Policy manual updates, the capital budget, a status review of Dan's goals, and other items as needed.
- The meeting was adjourned at 7:15 p.m.

Minutes submitted by: Dan Griscom