

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

September 18, 2017

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

- Ms. Hodek called the meeting to order at 5:30 p.m.
- Minutes from the June 21, 2017 meeting were approved.
- The committee discussed the following items:
 - Updates to Fiscal Policy Manual – Mr. Griscom presented the edited manual for a final review. The committee agreed to move for approval of the revised manual at the September 26 Board meeting.
 - Capital Budget – Mr. Griscom presented a draft capital budget and a ten-year financial projection. The committee reviewed the documents. The next step is to merge the projected capital budget into the long-term budget.
 - Status review of Fiscal Officer's 2017 Goals – the committee discussed Mr. Griscom's goal progress and the timeline for the 2017 final review and the establishment of 2018 goals.
 - Community partnerships – Ms. Francoeur reviewed areas where the Library has supported various community organizations and events.
 - Floor in Mallway – Ms. Francoeur reviewed the condition of the flooring in the Mallway and discussed with the committee the plans for replacement.
- The next meeting was scheduled for Tuesday, November 14, 2017 at 5:30 p.m. Topics will include the Capital Budget, the Fiscal Officer's 2017 and 2018 goals, and the testing of the accounting system backup.
- The meeting was adjourned at 6:55 p.m.

Minutes submitted by: Dan Griscom