

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

March 27, 2018

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

Absent: Erin Francoeur, Executive Director

- Mr. Smith called the meeting to order at 6:00 p.m.
- Minutes from the February 14, 2018 meeting were approved.
- The committee discussed the following items:
 - Status update on GAAP and CAFR – Mr. Griscom said the action items are proceeding on schedule.
 - Deputy Fiscal Officer position update – Mr. Griscom said we were not able to fill the position using the traditional methods, so we are using a temp bookkeeper from Accountemps. There is the option to hire the temp for the DFO position.
 - Impact of water damage expenditures on current year budget – Mr. Griscom will check with the State Auditor’s office on the proper accounting treatment.
 - 2018 Annual Appropriations (permanent budget) – Mr. Griscom presented the appropriations and explained the adjustments from temporary to permanent. These adjustments will be explained to the Board when the item is presented for approval at this evening’s Board meeting.
 - Increase in change funds – Mr. Griscom explained the need to increase change funds so that there would be change bags immediately ready for Monday morning cash registers without having to count weekend bags first. This item will appear on this evening’s Board agenda. The change fund amounts will need to be updated in the Fiscal Policy Manual.
 - Other items: The Computer Services department needs a new backup system. This will be presented at next month’s meeting.
- The next meeting was scheduled for Tuesday, April 24, 2018 at 6:00 p.m.
- Mr. Griscom left the meeting at 6:39 p.m.
- The committee went into Executive Session at 6:39 p.m. to discuss the appointment of a public official. The committee came out of Executive Session at 6:50 p.m.
- The meeting was adjourned at 6:50 p.m.