

Minutes

Library Board of Trustees Finance & Facilities Committee

November 18, 2014

Present: Michael Fultz, Chair; Melissa Hodek, Jack Shinnock, Don Barlow, Executive Director and Dan Griscom, Fiscal Officer.

- Mr. Fultz called the meeting to order at 6:05 p.m.
- Minutes from the October 21, 2014 meeting were approved.
- The committee reviewed financial reports for October 2014 as presented by Mr. Griscom.
- Discussion was held on the following items:
 - Update on personnel in fiscal office – The case regarding theft of funds is being prepared by the prosecutor. Also a new deputy fiscal officer has been hired: Sondra Mayzum. Dan will see if Sondra can attend the November 25 Board meeting so she can meet the Board.
 - Update on accounting software proposals – Dan to bring proposal to December committee meeting.
 - Point of sale systems – Steve Owley is getting proposals.
 - Draft of Fiscal Policy Manual – The committee will review Dan's draft and bring comments/suggestions to December meeting. Dan will provide table of contents. Committee will take to Board in January 2015.
 - Fiscal Officer's proposed goals for 2015 – Dan to update 2014 accomplishments related to goals. Jack will coordinate 2014 review and 2015 goals for December meeting.
 - Reserve funds – Discussion was held about the amount of reserves, how they should be named, and how they should be used (building fund, capital projects list, technology, contingency, etc.). Discussion to be continued.
- The next meeting of the Finance & Facilities Committee will be December 9, 2014 at 6:00 p.m.
- The meeting was adjourned at 7:22 p.m.

Minutes submitted by: Dan Griscom