

Minutes

Library Board of Trustees Finance & Facilities Committee

December 9, 2014

Present: Michael Fultz, Chair; Melissa Hodek, Jack Shinnock, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer and Steve Owley, Manager of Support Services.

- Mr. Fultz called the meeting to order at 6:00 p.m.
- Discussion was held on the following items:
 - Proposal to purchase Software Solutions Inc. (SSI) accounting and payroll software and HP server (presented by Mr. Griscom and Mr. Owley) – The committee agreed with the recommendation to purchase the software and asked Mr. Griscom to place it on the December 23 Board of Trustees meeting agenda.
 - Mr. Barlow mentioned the HR system from Action HRM that is recommended for purchase by Mrs. Plourde.
 - Update on Point of Sale (POS) systems (Mr. Owley) – Mr. Owley updated the committee on the December 9 demo of a point of sale system by Comprise Technologies, and he explained the features of the system. Mr. Owley said he also will look at the Envisionware POS system and he will have comparative pricing information soon.
- Minutes from the November 18, 2014 meeting were approved.
- The committee reviewed financial reports for November 2014 as presented by Mr. Griscom.
- Discussion was held on the following items:
 - Fiscal Officer's goals for 2015
 - Fiscal Policy Manual review
- Mr. Owley left the meeting at 8:15 p.m.
- The next meeting of the Finance & Facilities Committee will be January 20, 2015 at 6:00 p.m.
- Mr. Barlow and Mr. Griscom left the meeting at 8:45 p.m. so the committee could discuss compensation for the Director and Fiscal Officer.
- The meeting was adjourned at 9:00 p.m.