

Minutes

Library Board of Trustees Finance & Facilities Committee

June 16, 2015

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

- Mr. Fultz called the meeting to order at 6:12 p.m.
- Minutes from the April 21, 2015 meeting were approved with one correction.
- The committee reviewed financial reports for May 2015 as presented by Mr. Griscom. The committee discussed minor revisions to the layout of two of the reports.
- The committee discussed the following items:
 - Fiscal Policy Manual – Mr. Fultz distributed a draft of the complete manual along with an outline. The committee discussed the draft and made more edits. Mr. Fultz will bring a revised version to the next meeting.
 - Update on capital projects
 - Parking lot paving
 - HVAC system
 - Audit update
 - Software conversion
 - Proposal to increase Petty Cash and Change Funds
- The next meeting of the Finance & Facilities Committee was set for August 18, 2015 at 6:00 p.m.
- The meeting was adjourned at 8:09 p.m.

Minutes submitted by: Dan Griscom