

## Minutes

### Library Board of Trustees Finance & Facilities Committee

August 18, 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 6:00 p.m.
- Minutes from the June 16, 2015 meeting were approved.
- The committee reviewed financial reports for July 2015 as presented by Mr. Griscom.
- The committee discussed the following items:
  - Update on capital projects
    - Parking lot paving
    - HVAC system
  - Audit update – Mr. Griscom will see if the auditors can present their report at the next Finance Committee meeting.
  - Software conversion
  - Ten-year financial projection- Mr. Griscom was asked to bring a draft to the next meeting. It should include capital projects as well as operating expenses.
  - 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 provide another revised version at the next meeting.
- The next meeting of the Finance & Facilities Committee will be held September 15, 2015 at 6:00 p.m.
- The meeting was adjourned at 7:45 p.m.

Minutes submitted by: Dan Griscom