

## Minutes

### Library Board of Trustees Finance & Facilities Committee Meeting

September 15, 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.
- Mr. Ryan Fortney, Audit Manager for the Auditor of State's office, held a post-audit conference with the Committee on the audit report covering fiscal years 2013 and 2014. The post-audit conference concluded at 6:50 p.m.
- Minutes from the August 18, 2015 meeting were approved.
- The committee reviewed financial reports for August 2015 as presented by Mr. Griscom.
- The committee discussed the following items:
  - Update on capital projects
    - Parking lot paving
    - HVAC system
  - Plan for Fiscal Officer's evaluation and goals
  - Fiscal Policy Manual
  - Ten-year financial projection- Mr. Griscom will bring a draft to next meeting
- The next meeting of the Finance & Facilities Committee will be held October 13, 2015 at 6:00 p.m. (NOTE: The meeting was later rescheduled to October 19 at 6:00 p.m.)
- Items for next meeting will include a review of monthly financials, a draft of Dan's goals, a draft of the ten-year budget projection and an updated version of the Fiscal Policy Manual.
- The meeting was adjourned at 8:18 p.m.

Minutes submitted by: Dan Griscom