

Minutes

Library Board of Trustees Finance & Facilities Committee Meeting

December 15, 2015

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

- Mr. Shinnock called the meeting to order at 6:00 p.m.
- Minutes from the November 17, 2015 meeting were approved.
- The committee reviewed financial reports for November 2015 as presented by Mr. Griscom. Mr. Griscom recommended a \$500,000 year-end transfer from the General Fund to the Building and Repair Fund. The committee discussed and agreed with the recommendation. The committee will propose that the Board amend its agenda and approve the transfer at the December 15, 2015 Board meeting.
- The committee discussed the following items:
 - Fiscal Policy Manual
 - Ms. Hodek would like to review lists of proposed payments in 2016 before checks are issued. Mr. Griscom will provide the needed information.
 - Fiscal Officer's 2015 performance review and 2016 goals
 - Amended 2015 Appropriations
 - Temporary 2016 Appropriations
 - Ten-year budget projection – a draft version will be presented to the Board at the December 15, 2015 meeting
- The next meeting of the Finance and Facilities Committee will be held January 19, 2016 at 6:00 p.m. Items for the next meeting will include a review of monthly financials, the ten-year budget projection, and the Fiscal Policy Manual.
- The meeting was adjourned at 6:57 p.m.

Minutes submitted by: Dan Griscom