

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

May 24, 2016

Present: Melissa Hodek, Chair, Mary Lightbody, Jack Shinnock, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer, Steve Owley, Manager of Support Services.

- Ms. Hodek called the meeting to order at 5:32 p.m.
- Minutes from the April 26, 2016 meeting were approved.
- The committee discussed the following items:
 - 2017 Budget – The committee decided the proposed 2017 Budget should be adjusted to include a \$215,303 transfer from the Building Fund to the General Fund to balance revenues and expenditures in the General Fund. Dan will make this adjustment and bring the amended proposed Budget to this evening's Board meeting for approval.
 - Ten-Year Budget –The committee discussed the amount of potential revenue loss associated with automatic renewals of library materials. Also the committee talked about the timing of the next strategic plan and the linking of the 10-year budget with the strategic plan.
 - Emergency Management Plan- The draft document was discussed and further edits were made.
 - Dan will be unavailable for the July 26, 2016 Board meeting, so a Deputy Fiscal Officer will fill in for him.
 - Capital Budget – The committee asked Don and Dan to put together a multi-year Capital Budget for the next meeting.
- The next meeting will be held June 28, 2016 at 5:30 p.m. in the Board Room. Agenda items will include review of the Capital Budget and the Emergency Management Plan.
- The meeting was adjourned at 6:48 p.m.

Minutes submitted by: Dan Griscom