

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

June 28, 2016

Present: Melissa Hodek, Chair, Mary Lightbody, Jack Shinnock, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer.

- Ms. Hodek called the meeting to order at 5:30 p.m.
- Minutes from the May 24, 2016 meeting were approved.
- The committee discussed the following items:
 - Capital Budget – Various capital needs were discussed. Dan will work on a spreadsheet for the next meeting.
 - Emergency Management Plan- The draft document was discussed and further edits were made.
 - Skylight replacement – the Committee will recommend that the Board approve the skylight replacements.
 - GAAP and CAFR – Dan presented a summary of costs and benefits associated with GAAP and CAFR reporting. The Committee will discuss further at the next meeting and will make a recommendation to the Board.
 - Other items: The old security gates will be declared surplus.
- The next meeting was scheduled for August 16, 2016 at 6:00 p.m. in the Board Room. [Note: due to a schedule conflict, this meeting date was later changed to August 23, 2016 at 5:00 p.m.] Agenda items will include review of the Capital Budget, the Emergency Management Plan and the GAAP and CAFR proposals.
- The meeting was adjourned at 6:45 p.m.

Minutes submitted by: Dan Griscom