

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

August 23, 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 5:07 p.m.
- Minutes from the June 28, 2016 meeting were approved, with a correction to the next scheduled meeting date.
- The committee discussed the following items:
 - Capital Budget – Dan will bring next month.
 - GAAP and CAFR – Dan presented an updated summary of proposals and recommendations for GAAP and CAFR assistance. The Committee agreed with Dan’s recommendation to enter into an agreement with Julian & Grube for a total of \$24,500 over three years for GAAP and CAFR services, and to enter into an agreement with Industrial Appraisal Co. for \$3,530 for an asset appraisal (including tagging) as of December 2016. The Committee will bring a recommendation to the Board for action this evening.
 - Status of Fiscal Officer’s 2016 Goals – Dan presented an update. The Committee asked Dan to bring his proposed 2017 goals to the October meeting.
 - Emergency Management Plan- The draft document was discussed and further edits were made.
- The next meeting was scheduled for September 27, 2016 at 5:00 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 6:45 p.m.

Minutes submitted by: Dan Griscom