

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

May 17, 2017

Present: Melissa Hodek, Chair, Mary Lightbody, Shawn Smith, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer and Katrina Plourde, HR Manager.

- Ms. Hodek called the meeting to order at 5:34 p.m.
- Minutes from the April 25, 2017 meeting were approved.
- The committee discussed the following items:
 - Emergency Management Plan – The committee reviewed the latest revision with Ms. Plourde. The committee will recommend adoption by the Board at the May 23 Board meeting.
 - 2018 Budget – The committee reviewed the proposed budget and assumptions as presented by Mr. Griscom. The committee will recommend adoption by the Board at the May 23 Board meeting.
 - Updates to Fiscal Policy Manual – Mr. Griscom will bring edits to the next meeting. The goal is to present revisions to the Board at the June 27 Board meeting.
- The next meeting was scheduled for Wednesday, June 21, 2017 at 5:30 p.m. Topics will include Fiscal Policy manual updates, Fines and Fees Policy draft, a status review of Dan's goals, and other items as needed.
- The committee discussed taking July and August off, then meeting again in September with a focus on the 10-year budget.
- The meeting was adjourned at 6:35 p.m.

Minutes submitted by: Dan Griscom