

Minutes

Library Board of Trustees Finance and Facilities Committee Meeting

December 19, 2017

Present: Melissa Hodek, Chair, Mary Lightbody, Shawn Smith, Erin Francoeur, Executive Director and Dan Griscom, Fiscal Officer.

- Ms. Hodek called the meeting to order at 5:30 p.m.
- Minutes from the November 14, 2017 meeting were approved.
- The committee discussed the following items:
 - 2017 Final Amended Budget (Appropriation Resolution) – The committee will recommend approval at the December 19 Board meeting.
 - Fund-to-Fund Transfer – The committee agreed with Mr. Griscom’s recommendation to transfer \$350,000 from the General Fund to the Building and Repair Fund. The committee will recommend approval at the December 19 Board meeting.
 - 2018 Temporary Budget (Appropriation Resolution) – The committee will recommend approval at the December 19 Board meeting.
 - Capital Budget and 10-Year Financial Projection – Mr. Griscom presented a revised version of the capital budget and projection. The committee asked Mr. Griscom to present the document at the December 19 Board meeting.
 - Report on Test of Accounting System Backup – Mr. Griscom reported a test of the accounting system backup was conducted on 11/29/17 and it was successful.
- The meeting was adjourned at 6:05 p.m.

Minutes submitted by: Dan Griscom