

## Minutes

### Library Board of Trustees Finance and Facilities Committee Meeting

February 14, 2018

**Present: Shawn Smith, Chair, Melissa Hodek, Mary Lightbody (arrived at 5:25 p.m.), Erin Francoeur, Executive Director and Dan Griscom, Fiscal Officer.**

- Ms. Hodek called the meeting to order at 5:05 p.m.
- Minutes from the December 19, 2017 meeting were approved.
- The committee discussed the following items:
  - Status update on GAAP and CAFR for 2017 – Mr. Griscom said the action items are proceeding on schedule.
  - Ms. Hodek asked Mr. Griscom to make notes for the next update to the Fiscal Calendar in the Fiscal Policy Manual, to reflect changes in financial statement due dates in accordance with the GAAP and CAFR timeline.
  - Deputy Fiscal Officer search - Mr. Griscom has several candidates to interview.
- The next meeting was scheduled for Tuesday, March 27, 2018 at 6:00 p.m. Topics will include the 2018 Annual Appropriations (permanent budget).
- Ms. Francoeur and Mr. Griscom left the meeting at 5:21 p.m.
- The committee went into Executive Session at 5:21 p.m. to discuss the appointment of a public official. The committee came out of Executive Session at 5:53 p.m.
- The meeting was adjourned at 5:54 p.m.

**Minutes submitted by: Dan Griscom**