

KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting, May 14, 2014

Present: Joseph Harding, Chairman; Beverly Birkmire, Board Member; Richard Kalter, Board Member; Sarah Schut, Public Representative; Jacqueline Adams, Library Director; Chris Walmsley, Staff Member

The meeting was called to order at 3:00 pm.

The agenda was reviewed. A treasurer's report, review of the Globus Design contract, health coverage review, and the audit documentation request were added.

The minutes of the previous meeting were reviewed. Ms. Birkmire moved to approve the minutes as submitted. Mr. Kalter seconded the motion, which was approved unanimously.

The projection was reviewed and discussed. The committee discussed the purchase of more shelving for the North County Branch.

Treasurer's Report

Ms. Birkmire reported that the county and state deposits were made in a timely manner. Ms. Birkmire further reported that 36 checks were signed in February, 33 checks in March, and 53 checks in April.

Mr. Harding presented the Kent County Purchasing Policy as adopted in August 2013. The committee discussed the policy.

Action Items

Mr. Kalter moved to recommend to the Board of Trustees the approval of going forward with LGIT/Benecon for benefits for library staff. Ms. Birkmire seconded the motion, which was approved unanimously.

Mr. Kalter moved to recommend to the Board of Trustees to approve the contract with Globus Design Associates for Phase 1 of the space alteration design. Ms. Schut seconded the motion, which was approved unanimously.

New Business

No further business was brought before the committee.

Ms. Birkmire moved to adjourn the meeting. Ms. Schut seconded the motion, which was approved unanimously. The meeting was adjourned at 3:48 pm.