

KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting, August 11, 2016

Present: Beverly Birkmire, Chairman; Charles Lerner, Treasurer; Barbara Macbeth, Trustee; Sarah Schut, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 9:06 am.

Ms. Birkmire noted Mr. Runde's absence and that it was excused.

The agenda of the meeting was reviewed. No changes were made.

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

Treasurer's Report

Mr. Lerner informed the committee that the total bank balance as of August 10 was \$248,085.60, with a working balance as of June 30 of \$78,216.66.

Director's Report

Ms. Adams informed the committee that Mrs. Ann W. Hoon had passed away and had asked for contributions to be made to the library in lieu of flowers. Ms. Adams noted that the library would track the donations and send acknowledgements.

Ms. Adams reviewed final adjustments to the Fiscal Year 2016 budget. Ms. Schut moved to recommend the adjustments be approved by the Board of Trustees. Mr. Lerner seconded the motion, which was approved unanimously.

Ms. Adams reviewed the projection, statements of expenditures and checks signed in June with the Trustees.

Ms. Adams noted that the auditor would present the audit at the October Board of Trustees meeting.

Ms. Adams reviewed the landscaping of the library and the charges related to it.

Ms. Adams noted that the county engineer was pursuing the possibility of county funding to replace the automatic library doors.

Ms. Adams informed the committee that a letter had been received from a patron noting security concerns for the library and library staff.

Old Business

Gift Policy

Ms. Birkmire and Ms. Adams reviewed the policy with the committee, noting the changes incorporated.

The policy was amended to require all monetary gifts with specific restrictions to require approval by the Board of Trustees.

Mr. Lerner moved to recommend the policy to the Board of Trustees for approval as amended. Ms. Schut seconded the motion, which was approved unanimously.

Capital Overview

The committee reviewed the draft of the Capital Grant Overview and process.

Procurement Policy

Ms. Adams reviewed the policy with the committee, noting the changes related to capital grants.

Ms. Schut moved to recommend the policy to the Board of Trustees for approval as revised. Mr. Lerner seconded the motion, which was approved unanimously.

No further business was brought before the committee.

Mr. Lerner moved to adjourn the meeting. Ms. Schut seconded the motion, which was approved unanimously. The meeting was adjourned at 9:48 am.

The next meeting of the Finance Committee will be on September 22, 2016 at 9:00 am in the Chestertown Library Inc., building.

Beverly H. Burkmore