

KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting, January 21, 2016

Present: Beverly Birkmire, Chairman; Charles Lerner, Treasurer; Joseph Harding, Trustee; Barbara Macbeth, Trustee; Jacqueline Adams, Director; Chris Walmsley, Staff Member; Earl Runde, Citizen Representative

The meeting was called to order at 9:00 am.

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. Mr. Runde seconded the motion, which was approved unanimously.

Ms. Birkmire welcomed Mr. Lerner to the committee as Treasurer.

Ms. Birkmire noted that Ms. Schut was absent due to weather.

Finance Committee Charter

Ms. Birkmire reviewed the Finance Committee Charter with the committee. Mr. Lerner moved to recommend that the Trustees ratify the Finance Committee Charter. Mr. Runde seconded the motion, which was approved unanimously.

Treasurer's Report

Mr. Lerner informed the committee that check signing authority had been passed, and that he was able to view the library accounts. Mr. Lerner reviewed the bank account totals and noted that there were no anomalous checks.

Ms. Birkmire reviewed the library reserve with the committee.

Ms. Adams reviewed the projection with the committee. Ms. Adams noted that donations were coming in above budgeted.

Director's Report

Ms. Adams informed the committee that the capital grant requests for the HVAC and children's area renovations had been approved.

Ms. Adams reviewed the budget submissions process with the committee.

The committee discussed capital expenditures and the budget request process.

The committee discussed the library doors.

Funding Partner Updates

Ms. Birkmire reviewed the officers for the Foundation of the Kent County Public Library with the committee.

Ms. Birkmire informed the committee that the Foundation had received checks made out to the Library. Mr. Lerner moved that the Finance Committee recommend to the Trustees signing the checks over to the Foundation. Mr. Runde seconded the motion, which was approved unanimously.

Mr. Harding reviewed the Friends of the Library book sale with the committee.

Ms. Birkmire informed the committee that a letter was being drafted for the president of the Friends of the Library reviewing the donation received for Fiscal Year 2016, and asking about a commitment for the upcoming fiscal year.

Old Business

Procurement Policy

Ms. Adams reviewed the procurement policy with the committee. Ms. Birkmire noted the separation of policy from procedure. Mr. Lerner moved to recommend the procurement policy to the Board of Trustees as submitted. Mr. Runde seconded the motion, which was approved unanimously.

Health Insurance Reimbursement

The committee discussed various ways in which the health insurance refund could be handled.

New Business

Fiscal Year 2017 Budget Submission

Ms. Adams reviewed the budget request process with the committee, noting that the request was due March 7.

No further business was brought before the committee.

Mr. Lerner moved to adjourn the meeting. Mr. Rudne seconded the motion, which was approved unanimously. The meeting was adjourned at 10:09 am.

The next meeting of the Finance Committee will be on February 25, 2016 at 9:00 am.

A handwritten signature in cursive script that reads "Beverly H. Birkmire". The signature is written in dark ink and is positioned at the bottom left of the page.