

# KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

## Finance Committee Meeting, June 23, 2016

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

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

The minutes of the May 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 reviewed the bank balance and checks signed with the committee. The committee discussed payments from Fiscal Year 2016 and payments from Fiscal Year 2017.

Ms. Adams reviewed the projection with the committee.

The committee discussed the Building and Grounds.

Mr. Lerner moved to recommend the Board of Trustees approve \$1,900 in unbudgeted funds for landscaping work on the library grounds. Ms. Schut seconded the motion, which was approved unanimously.

### Director's Report

Ms. Adams informed the committee that the commissioners had awarded the Library approximately \$5000 less than requested. The committee discussed ways to adjust the budget to address the shortfall.

Mr. Runde moved to recommend the Board of Trustees approve a reduction in the Benefits budget line for Fiscal Year 2017 to compensate for the County funding allocation for Fiscal Year 2017. Ms. Schut seconded the motion, which was approved unanimously.

### Capital Budget Report

Ms. Birkmire reviewed the capital budget overview with the committee.

The committee discussed the capital overview and discussed the grant process.

### Gift Policy

The committee discussed the gift policy draft. Mr. Lerner commented that the library should be able to decline gifts for any reason.

The committee discussed closely held securities as related to the gift acceptance policy.

## New Business

### Procurement Policy

The committee discussed the procurement policy with regard to the capital grant process and trustee involvement.

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 9:58 am.

The next meeting of the committee will be on August 11, 2016 at 9:00 am in the Chestertown Library Inc., building.