

KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting, November 17, 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.

Ms. Birkmire noted that Ms. Macbeth would be arriving later.

Ms. Birkmire reviewed the agenda. No changes were made.

The minutes of the previous meeting were reviewed. The committee discussed the appropriate process for communicating changes to minutes. Mr. Lerner moved to approve the minutes as submitted. Ms. Schut seconded the motion, which was approved unanimously.

Treasurer's Report

Mr. Lerner reported that the Library's current bank balance was \$228,398 with a working balance of \$66,155.

Director's Report

Ms. Adams reported that an offer had been made and accepted for the position of Librarian II Public Services for Technology. The committee discussed the salary and benefit changes that would occur.

Ms. Macbeth arrived.

Ms. Adams reviewed proposed adjustments to the fiscal year 2017 budget with the committee to increase the audit and software maintenance expenses and reduce the internet/telephone expense. The committee discussed the adjustments. Mr. Runde moved to recommend the budget adjustments to the Board of Trustees. Ms. Schut seconded the motion, which was approved unanimously.

Ms. Adams reviewed the projection with the committee, noting that fines were below anticipated, but other revenues were ahead of expected.

Ms. Adams reviewed the October checks with the committee.

Old Business

Health Insurance Reimbursement

Ms. Birkmire discussed handling the LGIT reimbursement differently than the previous year. The committee discussed making an adjustment to the revenue so it would not show as unbudgeted revenue in the audit.

Sarah Schut

New Business

Tuition Reimbursement Policy

Mr. Runde reviewed the tuition reimbursement policy with the committee. The committee discussed the policy as proposed.

The committee revised the policy to include institutions beyond colleges and universities, and to include the advancement of funds.

Ms. Schut moved to recommend the policy as revised to the Board of Trustees. Mr. Runde seconded the motion. Ms. Birkmire, Mr. Runde and Ms. Schut voted in favor of the motion, Mr. Lerner voted against the motion.

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 10:04 am.

Sarah Schut