

KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Sarah Schut

Finance Committee Meeting, August 30, 2017

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

The meeting was called to order at 9:05 am.

Ms. Macbeth noted that Carol Droge had resigned from the committee.

The agenda for the meeting was reviewed, no changes were made.

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

Ms. Adams informed the committee that the library had purchased a voice recorder for the purpose of recording the finance committee minutes. The committee discussed the handling and use of the recording, as well as timing for the erasure of the recordings.

Treasurer's Report

Mr. Lerner reported that the bank balance was \$331,852, with a health reserve of \$45,344. Mr. Lerner noted that the bank balance was abnormally high. Ms. Adams explained that there was an issue related to deposits of funding from the county causing the high bank balance at the time of reporting.

The committee discussed the appropriate reserve level of the library, noting that the two-month reserve would need to be adjusted based on the audited statements for the previous fiscal year.

Director's Report

Ms. Adams noted that the new fiscal year began July 1, and that the county finance office was currently focusing on the audit process, leading to a delay in financial reporting for the current fiscal year.

Mr. Walmsley spoke to the committee about the financial report formats for the current fiscal year, discussing with the committee members the source of the reports and the intended use of the reports.

Corr Grant Status

Ms. Adams informed the committee members that the Reade and Mary Corr Grant, which had been received in previous fiscal years to be used for technology for public use had been sent to the Foundation for the Kent County Public Library instead of to the Library directly.

Salary and Benefit Budget Adjustments

Ms. Schut noted that an adjustment to the salaries and benefits would be needed, and that discussion had led to the decision to make a single budget adjustment when more information was known about the increase required instead of doing incremental adjustments as the fiscal year progressed.

Health Reserve

Mr. Lerner moved to recommend to the Board of Trustees that \$15,000 of the LGIT insurance reimbursement be earmarked as a fund reserve for the Fiscal Year 2018 budget, with the remainder as a reserve for health care costs. Mr. Runde seconded the motion, which was approved unanimously.

No further business was brought before the committee.

Mr. Lerner moved to adjourn the meeting. Mr. Runde seconded the motion, which was approved unanimously. The meeting was adjourned at 9:33 am.

The next meeting of the finance committee will be on September 26 at 9:00 am in the Chestertown Library Inc., building.

Sarah Schuit