

KENT COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Finance Committee Meeting, April 30, 2018

Present: Michael Ferriera, Chairman; Charles Lerner, Trustee; Joe Harding, Trustee; Earl Runde, Trustee; Sabina Minney, Citizen Representative; Jacqueline Adams, Director; Chris Walmsley, Staff Member

The meeting was called to order at 3:00 pm.

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

The minutes of the February and March meetings were reviewed. Mr. Lerner moved to approve the minutes as submitted. Mr. Runde seconded the motion. The February minutes were approved unanimously. Mr. Lerner voted in favor of the March minutes, with Mr. Ferriera and Mr. Runde abstaining.

Treasurer's Report

Mr. Runde informed the committee that the current bank balance was \$323,717.33, with a benefits reserve of \$36,087.

The committee discussed the capital grant reimbursement process, noting that the reimbursement had been received by the county for the majority of the HVAC renovation.

Ms. Adams reviewed the financial reports and the committee discussed the projection.

Ms. Adams presented adjustments to the operating budget to move \$3,760 from the building and grounds line to the shredding (\$360), bank charges (\$400), and supplies lines (\$3,000). Mr. Lerner moved to recommend the adjustments to the Board of Trustees. Mr. Ferreira seconded the motion, which was approved unanimously.

Mr. Lerner asked about the success of the homework cart. Ms. Adams replied that the cart had seen a lot of use from children and provided a lot of supplies that were not quickly available within Chestertown.

Ms. Adams informed the committee that the library was adding to add a fax service for patrons, and wanted to add a \$.50 per page fee to the fines and fees policy for the fax service. The committee discussed the charge in relation to other companies or organizations which offer faxing services. Mr. Lerner moved to recommend to the Board of Trustees that the Fines and Fees policy be amended to add a \$.50/page charge for faxing service. Mr. Runde seconded the motion, which was approved unanimously.

Mr. Harding reviewed the county commissioner budget hearing with the committee.

Ms. Adams noted that the planning process for grants for the upcoming fiscal year was underway.

No further business was brought before the committee.

Mr. Lerner moved to adjourn the meeting. Mr. Ferreira seconded the motion, which was approved unanimously. The meeting was adjourned at 3:37 pm.

