



**Finance Committee Meeting**  
**Thursday, January 17, 2019**  
**Meeting Room 2**  
**9:00 a.m.**

Present: Trustees Becker, and Berlind; Committee Member Robert Kirkpatrick; Library Director Burkey; Assistant Director for Administrative Services Doyle; Director of Finance & HR Administration Harlow

1. **Call to Order:** Chair Becker called the meeting to order at 9:01 a.m.
2. **Public Session/Comment:** There were no comments from members of the public.
3. **Approval of Minutes:** It was moved (Committee Member Kirkpatrick) and seconded (Trustee Becker) to approve the minutes of the Finance Committee meeting of December 14 2018. The motion passed unanimously.
4. **Discussion of FY 2019-2020 operating budget:** Library Director Burkey reported that she has decreased total salaries for part time staff, rebalanced the amounts spent for disc media and increased that for subscriptions (downloadable media), and added \$14,000 to the Office Equipment line for computer replacement. The budget reflects the need for more circulating material and less spending on some infrequently used databases. There was a discussion of ways to “sell” the budget to the Mayor and Common Council. It was suggested that board members accompany the Director to the budget hearing and that we try to have a newspaper article spelling out the library’s needs and the way the budget shows that the director is going to supply those needs. It was moved (Trustee Berlind) and seconded (Committee Member Kirkpatrick) to forward the budget to the full board at the February meeting. The motion passed unanimously.
5. **Who is authorized to sign checks:** At the recent Board of Trustees meeting, new signatures (those of Assistant Director for Public Services Mary Dattilo and acting President Eamonn Wisneski) were added for authorization to accounts at Liberty Bank and Essex Financial Services, and the signature of past president Geen Thazhampallath was removed from those accounts.
6. **Discuss regular 4.5% withdrawal from the endowment:** The withdrawal of \$54,000 from the endowment was approved by the board but the money has not yet been withdrawn. This amount is listed as income in the Russell Company budget and will be withdrawn from the endowment over the next few months to be used for items in the budget.
7. **Finance Committee meeting:** The next meeting will include the library budget auditors, and representatives from Essex Financial Services and will be held either February 27, or March 6 or
8. **Other business:** Trustee Becker still plans speak to Tom Russell to clarify the family’s intentions concerning a donated painting for which the library is being asked to help pay restoration costs.
9. **Adjournment:** It was moved (Trustee Berlind) and seconded (Committee Member Kirkpatrick) to adjourn the meeting at 10:15 a.m.

Respectfully Submitted,

*Wendy Berlind*

Wendy Berlind, Secretary