

Keene Public Library Finance Committee Meeting Minutes

December 10, 2019

Present: George Scott, Sally Miller, Judy Putnam, Ken Jue, Paul Henkel, Marti Fiske(Library Director)

Agenda:

1. Staff conference line item
 2. Building renovation update and any potential unexpected costs
 3. Bookkeeping services
-
1. Staff conference line item: brief mention by Judy P. to stay mindful that we may have a need for additional funds as we proceed the year.
 2. Building Renovations Updates: stay attentive in regard as to whether there may be unexpected costs emerging
 - a. The Keene Chamber Orchestra has expressed concerns regarding the noise level in Heberton Hall. This may be related to fan speed under the stage. However, it is to be remembered that Heberton Hall was intended for general community use, not for orchestral sound quality. The Buildings and Grounds committee will look at this concern and determine how to proceed, including whether to call in an engineer to assist in this matter or not.
 - b. Doors and Locks: there is no new information, except that the lock company will be starting its work this month to correct the identified issues. Safety and security are paramount concerns for the board and staff.
 3. Bookkeeping Services
 - a. Marti Fiske had a conversation with the City Attorney, Tom Mullins, who extended helpful information and suggestions about contracting for bookkeeping services. If we were to pursue such services, then it would be in the form of an official contract that would identify proper limits and duties. For example, this contracted person would not be able to sign any checks. (Tom Mullins did suggest that regardless of whatever we do, the Trustees should implement a double signature for checks over a certain amount.) We not only agreed with Tom Mullins that any grants to the Library with SAM or DUNS# should be handled and managed by the City, but that all grants should be managed by the City regardless of size of the grant. Even with all grants being managed by the City, it would still be a good idea not to have our Trustee Treasurer responsible for maintaining our financial books. It would be a positive step, however, that if we contracted with a bookkeeping service, the bookkeeper should report to our Treasurer, who would oversee the work of the bookkeeper.

In the meantime, Judy and Sally volunteered to draft a policy on and process for check-signing. This would then be forwarded to the Policy Committee. Marti thought it would be very beneficial for us to purchase our own Trustees computer at the Library.

We also agreed to wait on seeking a bookkeeping service until we can see how much work will be involved after the City takes over the management of all grants for us.

Next Meeting:

Tuesday, January 14, 2020, 9:30 a.m.

HAPPY HOLIDAYS!

Submitted by,

Kenneth Que

12/16/19