

## KEENE PUBLIC LIBRARY

### FINANCE COMMITTEE – 2.13.2024 - MINUTES

ATTENDANCE: JUDY PUTNAM, JANE PITTS, JUSTIN SOMMA, MARTI FISKE

#### Donations/Gifts

The library had received (2) \$50 cash donations two months ago. Due to new procedures at the city level, the city will not write a check for Trustees and we cannot deposit cash, so we are exchanging that cash with two personal checks from Judy Putnam for the same amount.

New Hampshire Charitable Foundation has sent a pre-letter informing us of the annual distribution due to us from the endowment fund with them. The amount is \$6,068.11.

#### Budget Process Discussion

Marti has a rough budget planned. Attention paid to items with prior year's overages, and Marti is matching budget to reflect increased costs. Marti elaborated on budget lines affected totaling under \$10,000. Chief among them is the collection budget, which was \$166K in the prior budget, this coming year it will be \$154K to account for 1) reduced expense in software which is now on the "software supplies" account, and 2) increased overall costs due to inflation. Budget will be presented to the KPL Board of Trustees at the February meeting.

#### Planning for Marti's Vacation

P-cards are due to arrive before Marti's time out. If they do not arrive prior to Marti's time out of office, then Judy will facilitate purchases that utilize the P-cards until the new cards arrive. Susan will handle all operational aspects until Marti's return.

#### Buildings and Grounds Request

\$5,000 for getting an estimate on work and consulting related to providing acoustical insulation for the circulation lobby and Heberton Hall. This is just for consulting and an estimate. Purchase and install of panel will require additional funds. Marti is meeting with the Friends of KPL and the City Manager. This estimate cost will be split between \$2,500 from the Heberton Fund and \$2,500 from the Building & Grounds budget.

\$355.95 cost for a podium – with a plaque in the memory of Kay Fox – using funds from the Kay Fox Memorial Fund.

#### Birthday Party for Thayer Building

Marti would like logo shirts for the staff to celebrate. Date of event is April 13<sup>th</sup>. It would not be specific for the 125<sup>th</sup> anniversary of the Thayer building, but rather a general logo shirt. Cost would be approximately \$600. Staff would be able to wear these shirts to work so it would not just be for a party and personal use. Funding could come in part from excess funds in miscellaneous accounts: "Dollars for Doers" (\$153.72), proceeds from sale of History of KPL book (\$274.31), Millennium clock (\$100), with balance coming from Trustee general funds.

## P-Cards – Jane

Jane met with city to review process for ordering p-cards and obtained the city manual for p-card use. KPL has internal policy for use of p-cards. Per Marti – Amy (new p-card holder) will receive training and introduction to current KPL policy (under KPL Trustees Finances and Investment Policy – see pg 3-5). Jane asks that new employee needs to sign off on training and policy understanding. Jane will facilitate employee access to CentreSuite. Amy's purchasing will not happen at levels where additional city policies kick in. Trustee approval will be required in Finance Committee for all new p-cards issued.

Adjourned 3:57p