

KPL Trustees
Joint Policy-Finance Committees Meeting
April 23, 2021

In attendance: Marti Fiske, Carl Jacobs, Ken Jue, Kathleen Packard, Jane Pitts, Judy Putnam, Chuck Redfern, Sean Wiley.
Absent: Bill Stroup.

Meeting began at 10:05AM.

Ken Jue read the Notice of Public Meeting disclaimer statement.

Ken presented the minutes from the April 9th meeting for review and approval.

Motion: Carl moved to accept the minutes as presented. Judy seconded. Roll call vote revealed all votes in favor. Motion passed.

Marti reported that the new committee comprised of representatives from the Trustees and the Friends have established two meeting dates (May 4th & 19th) to begin their work to draft a Memorandum of Understanding (MOU) agreement between the two groups.

Judy reported that she and Jane had met with representatives from the Citizen's Bank to gather information on what kind of credit card arrangement would best suit the needs of the Trustees.

A "P-Card" credit card (Purchasing Card) would provide the following advantages:

- It would be a separate account created in the Keene Public Library Trustees' name (no individual information linked to the account), but be a sub-account of the City allowing for a simpler application process. This is can be done because the Trustees and City share the same Tax ID#.
- Card balance would need to be paid in full at the end of each 25 day billing cycle.
- Multiple user cards could be issued from the account, (but we would only anticipate needing 2-3)
- Online account access to authorized administrator (Treasurer), with the ability to set and change spending limits, impose other financial controls, and run transactional reports.
- Insured up to a certain limit against fraud and other unforeseen circumstances.

Judy and Jane will meet next with the City Purchasing department next to gather more information on the process from the City's end of things.

Marti is reviewing the City's established process and policy documents on P-Card usage as to how they can aid the Trustees in the establishment of their own credit card policy.

Motion: Ken asked for a motion from the committee to recommend to the Board of Trustees that permission be granted to begin the application process for the P-Card Credit Card. Motion seconded. Roll call vote revealed all votes in favor. Motion passed.

Safe Deposit Box: Has not been needed, but decided to leave policy alone, in the eventuality that Trustees need to get a safe deposit box.

Check Signing Authority: Add language for purchases, withdrawals, and transfers of \$2000.

Motion: to recommend language as edited to the full board. Chuck moved, Judy seconded, passed unanimously.

Travel Reimbursement: Much discussion. Marti wondered whether it was necessary to spell out a policy for this one category of expenditure and not just treat travel reimbursement as we do reimbursement for other expenses. Discussion expanded to encompass, not just the reimbursement of expenses, but the thinking behind the kind of support the Trustees would provide.

Motion: to recommend edits to the full board about Travel Reimbursements. Chuck moved, Kathleen seconded, passed unanimously.

Next meeting: Friday, May 7, **1:30 pm**. Note time change.

Meeting adjourned.