

KEENE PUBLIC LIBRARY

FINANCE COMMITTEE – SEPTEMBER 10, 2024 3:00pm

IN ATTENDANCE: Judy Putnam, Justin Somma, Jane Pitts, Marti Fiske

Consent Agenda

Approval of Last Meeting's Minutes – Justin/Jane – unanimous

Treasurer's Report

Jane will continue to provide committee with quarterly report prior to sending to Board, but monthly will provide Committee only a verbal summary highlighting items of note.

All donations from Suzanne Nadeau have been deposited in Edward Jones, along with C&S grant and other accepted donations. Friends of KPL reimbursement for July's P-card has been processed.

New Donations:

Marcus McCarroll - \$200 (to be spent on A/V products)

P-Cards: July & August funds have left Edward Jones account. \$400 spent on summer lunch program, \$1000 on outreach/programming. When ordering the P-Card for Scout Mercer, Jane discovered that her access in the CentreSuite P-card program is limited to viewing privileges. This degree of access is sufficient to allow her to view the monthly transactions of all Trustee P-Card holders for Treasurer's oversight. However, the ability to raise or lower monthly spending limits of P-Card holders or order additional cards is now restricted to City Purchasing department employees who have this level of access. Going forward, Jane will work with library staff to alert them to when she will be absent so that any large purchases can be planned for in advance if possible. Additionally, the Finance Committee recommends that the Trustees President and Vice-President who are co-signatories on the bank account be educated on what the process would be for requesting the City's assistance with the P-Card account in the circumstance that the Treasurer is absent. It was noted that Justin Somma is now Vice-President for the Board, so Jane will update the signers on the Edward Jones account, adding Justin and, to replace Kathleen Packard.

Director's Report

Beginning of the fiscal year, there isn't a lot of spending happening except to facilitate staff training, which is mostly coming from the city budget at this time.

Marti is ordering items for a display case, which will come from the Fine Arts Committee budget.

Old Business

Per the Community Kitchen, the cost of providing the summer lunch program was less than expected, so Marti will reach out to donors and ask if they would like to carry their donation forward to fund next year's program or receive a refund for the balance of their funds not spent. The Community Kitchen has said that they are prepared to work with us again next year.

New Business

Jane has reached out to both new trustees to arrange for a review of the library's finances.

The October Finance Committee meeting will be held October 8th 2024 at 3:00pm. The November Finance Committee meeting will be held November 19th, 2024 at 3:00pm.

ADJOURNED 3:38pm