

Newport Public Library

Board of Trustees

Finance Committee

Minutes for October 16, 2014

1. Robin Skuncik Jones called the meeting to order at 4:00 p.m. in the Stride Room at the Newport Public Library.

Attendance: Girard Galvin, Robin Skuncik Jones, Library Bookkeeper Annette Love and Library Director Anne Shepherd.

Excused: Michael Dawson

2. Amendment to the Agenda:

There were no changes or additions to the agenda.

3. Minutes of the September 18, 2014 meeting:

The minutes were approved as presented.

4. Financial Statements for September 2014:

The financial statement for September 2014 was reviewed. Income and expenses are under budget so far this fiscal year.

5. New business:

Library Director Anne Shepherd requested a change in the procedure used for signing checks. Currently, two signatures are necessary for

checks over \$500. She is asking the Finance Committee to recommend to the Board of Trustees that the limit be raised to \$1,000 for one signature.

The Finance Committee agreed to this recommendation. It will be brought to the Board of Trustees at the November meeting.

6. Adjournment:

The meeting adjourned at 4:25 p.m.

The next meeting is scheduled for November 20, 2014.