EAST HADDAM LIBRARY SYSTEM

BOARD OF LIBRARY TRUSTEES

FINANCE SUBCOMMITTEE

MINUTES OF A SUBCOMMITTEE MEETING OF JUNE 5, 2023

1. Meeting called to order by D Barlow at 4:00 PM

Trustees present: D Barlow, J Bielot, C VanValkenburg

Also present: A Murphy, Library System Director

2. Minutes of May 8, 2023, accepted as presented

3. Unfinished Business

a. 2022-2023 Budget Updates – A Murphy has placed a hold on Ingram standing orders since they are unpredictable and would potentially cause the line item to go over budget. A standing order is an order that allows them to automatically ship new titles from specific authors. There are an unknown number of backordered books that may be delivered this month thus impacting this year's budget. She is trying to minimize purchases. The committee will review the budget vs actuals next month.

b. 2023-2024 Proposed Budget – The town's budget referendum failed. Currently there has been no information provided regarding changes to the proposed budget. She is trying to meet with the first selectwoman this week.

c. Funds Allocated for Shelving – A Murphy has put spending these funds on hold pending a conversation with the first selectwoman in case budget failure would impact this.

d. Cemetery Association Donation – A Murphy has put this on hold. She has not received this donation yet. She plans to reach out to Jim Leatherbee to discuss it.

e. Special Revenue Fund – Discussion occurred regarding the stated purpose of the SRF and how specially directed contributions are tracked. It was learned that fees for things such as copies or faxes paid by the public were being placed in the SRF. That creates an operating budget problem because there is a Donation's line item in the budget and that was where these fees were expected to go, creating a deficit.

f. Internship Program – The intern program was not funded in the proposed budget for next year. It was in earlier revisions of the budget but was removed. In reviewing the scheduling, Allison has now determined that there are not enough staff hours to allow EHFPL to open all the hours on its schedule. Allison plans to discuss when she meets with the first Selectwoman, hopefully later this week.

4. New Business

a. CLC Strategic Planning-Letter of Intent – A motion was made by J Bielot and seconded by D Barlow to authorize A Murphy to file the letter of intent with the state. This is a significant bargain to work with

the CLC and several other libraries to develop a Strategic Plan, something which is required to pursue a state building grant. This will be discussed at the board meeting on Thursday 6/8/23.

5. Audience of Citizens

a. There was no audience of citizens

6. Without objection, the meeting was adjourned at 5:08 PM

Submitted by: J Bielot, Acting Subcommittee Secretary