

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING AGENDA – Thursday, July 18, 2019 at 4:30 pm

Invited: Zachary Snow (Committee Member), Tim Sullivan (Committee Member), Johanna Whitton (Chair of Committee), Carol Bancroft (Library Director), Marie Kolor (Bookkeeper)

AGENDA

- 1) **Financial Statements for June 2019**
- 2) **June 2019 Detail Reports**
- 3) **2020 Budget**
- 4) **Next Meeting**

MINUTES

1) **Financial Statements for June 2019:**

The Committee approved the financial statements for June 2019 (See attached financial statements: Balance Sheet, Profit & Loss Budget vs. Actual, Profit & Loss). In addition the Committee requested that the Bookkeeper add a line item titled “Consulting” under Personnel Expenses. This is to directly account for the consulting payments made to Teresa McGuirk.

2) **June 2019 Detailed Reports Reviewed:**

- a. Citizens Bank Business Checking
- b. Citizens Bank Business Money Market (Savings Account)
- c. Hudson Valley Federal Credit Union Flex Certificate Account
- d. Deposit detail
- e. Check detail

3) **2020 Budget:**

The Committee decided that a special meeting of the Finance Committee will be convened to create a first draft of the 2020 budget. The date of that meeting is not yet determined, but all Trustees will be invited to participate. We also discussed the next 414 and how the timing of the vote should factor into long-term budgeting.

4) **Next Meeting:**

The Committee agreed that the next meeting would be held on Thursday, August 8 @ 4:30pm. Zack Snow indicated that he has a conflict and will not be in attendance.

Minutes respectfully submitted by Johanna Whitton on August 10, 2019.