

## Finance Committee Meeting Minutes

April 2, 2014

Meeting called to order at 10:15 am in the Library Director's Office

Attendees: Janet McAllister, Library Director; Diana Kerr-Herrmann, Trustee; Cheryl Soerensen, Board Trustee and Treasurer

Accepted minutes of February 19, 2014 meeting with corrections and agreed to go into closed session.

Topics discussed:

Old Business:

- Updates from last month:

Dale Laningham felt that caulking could be done by the Village Public Works Department this fiscal year and the issues with the back doors of the Community Room would be worked on by June

- Review of Long Term (3-5 years) and Short Term (Immediate -1 year) Goals

Common Areas –Village and Library shared space

1. Power Entry Doors
  2. Updates to heating and air conditioners
  3. Main public restrooms need wallcovering removed and then painting done
  4. Main hallway remove wall coverings and paint walls
  5. Entry floors need deep cleaning
  6. Parking lot repairs/resurfacing
- Library Needs
    1. Carpet behind the circulation desk needs replacing due to a tear
    2. Windows need caulking due to drafts
    3. Reconfigure the circulation desk for better efficiency and to provide additional shelf space
    4. Staff restroom needs taping, patching, and painting of the walls and the floors need deep cleaning
    5. Workroom needs taping, patching, and painting of the walls
    6. Replacement of Director's desk
    7. Additional shelving
    8. Additional Computer desks
    9. Desk for Children's Librarian Assistant

The updates and repairs are needed due to the age of the facility and normal wear and tear. Some items are of special interest due to patron and staff safety concerns.

Funding for some of the projects could be met with current budget dollars since there are funds in the accounts.

Bids, probably three, will be needed so the Board can make decisions and work can proceed.

Next meeting scheduled for Wednesday, April 23, 10 am.

Meeting adjourned at 12:10 pm.

Respectfully submitted by Cheryl Soerensen

## WORKING LIST OF LONG AND SHORT TERM GOALS

- Review of Long Term (3-5 years) and Short Term (Immediate-1year) Goals –  
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  - Power Entry Doors
  - Updates to heating and air conditioners
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  - Additional Computer desks
  - Desk for Children's Librarian Assistant