

MHLS Finance Committee Meeting

Thursday, August 23, 2018 | 12:00pm

1. Roll Call

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|---------------------------|--|
| ✓ Barry Ramage, Chair (P) | ✓ Richard Swierat (D) |
| ___ John Dax (C) | ___ Mark Wilson (ex officio) (C) |
| ✓ Kenneth Goldberg (U) | ✓ Rebekkah Smith Aldrich (Staff Liaison) |
| ✓ Lynne Ridgeway (U) | ✓ Linda Vittone (Staff Liaison) |

2. Mr. Ramage called the meeting to order and the agenda was approved.

3. Committee Charge Reviewed

- Current Charge: "Reviews the system budget for the forthcoming year, makes modifications to the current year, and monitors fiscal performance."
- No changes to the committee's charge were recommended.

4. Annual Review of Fiscal Policy Handbook

- The Committee reviewed the MHLS Fiscal Policy Handbook and recommends three changes.

ACTION: The Finance Committee recommends the following changes to the MHLS Fiscal Policy Handbook:

- Cash Receipt policy: align language related to storage of checks to mirror the language in the Cash Disbursements Policy related to storage of signed checks:
 - "...All checks received will be endorsed and ~~locked in safe~~ **put under lock and key** until deposited."
- Credit Card policy: remove specific staff names and use the titles of the positions authorized to use the credit card instead:
 - "The MHLS Board authorizes two MHLS Credit Cards, one MHLS card in the name of ~~Linda Vittone~~ **the Financial Manager & Personnel Officer** with an authorization limit of \$3,000, and a second MHLS card in the name of ~~Tom Sloan~~ **the Executive Director** with an authorization limit of \$5,000..."
- Purchasing policy: add in language that ties this policy to the MHLS Environmental Sustainability Policy:
 - "It is the policy of the Mid-Hudson Library System (MHLS) to obtain the maximum value when purchasing goods and services required for the effective operation of the organization consistent with the provisions of this policy, **the MHLS Environmental**

Sustainability Policy, standard business practices, and in accordance with applicable laws and statutes...”

5. Mid-Year Budget Review & Recommendation

- a) Committee members reviewed the proposed MHLS 2018 Mid-Year Budget Adjustments. The proposed mid-year adjusted budget: (1) funds the Search Firm fees and (2) fully funds the completion of Phase II and the proposed Phase III of the Auditorium Renovation.

ACTION: The Committee recommends that the MHLS Board approves the 2018 Mid-Year Adjusted Budget as presented.

6. Review of 2019 Budget Planning Assumptions

- a) Committee members reviewed planning assumptions for the MHLS 2019 Budget and endorsed the MHLS staff proceeding with drafting the MHLS 2019 Budget based on the following assumptions:
 - i) 2019 operating revenues based on 2018 operating revenues
 - ii) \$0 Unassigned Funds
 - iii) Negotiation of a new delivery contract
 - iv) Negotiation of a new CSEA contract
 - v) Fund Balances
 - (a) Operating Reserve Fund - 100% Funded in 2019
 - MHLS Operating Reserve Fund Policy - The Reserve Fund goal will be to achieve and maintain no greater than eight (8) months (66%) of the Costs of Funding Services and Operations as defined in Section IV.
 - (b) Operating Contingency Fund – Continuously working towards meeting the stated goal of 10%
 - The Contingency Fund goal will be to achieve and annually maintain in reserve ten (10%) of Program Funding and Operating Costs as defined in Section III.
 - (c) MHLS Capital Funds
 - Target will be aligned with Facilities Committee recommendations
 - vi) Anticipated approval of the NYLA Annual Conference Attendance Grants proposal

7. New York Library Association (NYLA) Annual Conference Attendance Grants

- i) The Committee reviewed a proposal from the ad hoc committee convened to advise former Executive Director, Tom Sloan, on the creation of a grant program for member libraries to help underwrite attendance at our state association’s conference. This proposal was reviewed and endorsed by the System Services Advisory Committee (SSAC).
- ii) The Finance Committee is supportive of this proposal but has directed the Executive Director to confer with the ad hoc committee regarding the timeline for the program, moving the



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application deadline back a month to accommodate the notification timeline re: state funding for the System. If agreeable to the ad hoc committee the proposal will be shared with the full MHLS Board for their consideration.