

KELLOGG-HUBBARD LIBRARY
Finance Committee Minutes
Tuesday, May 13, 2025

Present: Donna Lasick, Jeff Dean; Sarah Davis,
Dan Groberg, Sarah Seidman,
Absent: Katharine Burgess

Call to Order 11:03 am

1. Review, amend as necessary, and approve agenda

- a. Moved - Davis
- b. Seconded – Dean
- c. Voted 3-0

2. Approve minutes of 4-8-25 Meeting

- a. Moved - Dean
- b. Seconded = Davis
- c. Voted 3-0

3. Executive Director's Report

- a. FEMA process still on track as it relates to the flood recovery.
- b. New FEMA contact, therefore required Insurance level has not been determined.

4. April 2025 Financials

- a. Financial budget to actual on track

5. Proposed 2026 Budget

- a. Received updated draft budget, updating some of the anticipated changes. Major item to note, is terminating use of 3rd party Janitorial services. Bringing the services in house.
- b. Motion to bring proposed budget to the executive committee for further review, approval and to bring to the board for final required approval. Moved by Dean, Seconded by Davis, Approved 3-0.

6. Insurance Debrief

- a. Reviewed insurance coverages from May 2 2025 meeting with the finance committee. Specific questions around volunteers and use of vehicles was discussed. Determined we need to review volunteer policy to make sure we conform to coverage needs and requirements for volunteers.

7. Reviewed Year end Spending Proposal

- a. Anticipating a small amount of surplus will remain at fiscal year end 2025, as a result the staff is requesting \$12,600 in

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spend for several items including new laptops for the library and a drinking fountain for the kids area in the library.

- b. Motion to bring the request to the executive committee for review, approval, and to bring to the board for final required approval. Moved by Dean, Seconded by Davis, approved 3-0.

8. Other Business

- a. Trying to determine new future finance committee dates.

9. Adjournment at 12:01pm