

**Finance Committee Meeting
Minutes
August 25, 2020
4:00 p.m.
Remote Conference Meeting**

Call to Order

Acting Finance Committee Chair Maria Spangler called the meeting to order at 4:17 p.m. In attendance were Committee Members, Acting Chairperson Maria Spangler; and Trustee Allyn Davies, Trustee William Leonard, Trustee Patricia Shlonsky, and Trustee Robert Varley as well as Executive Director Tracy Strobel, Deputy Director-Support Services and Fiscal Officer Scott Morgan, Human Resources Director Monique Good, Learning and Literacy Director Pam Jankowski, Human Resources Assistant Larry Miller

President Leonard appointed Trustee Spangler to lead the Finance Committee Meeting in Chairperson DePiero's absence.

Minutes

The July meeting minutes were noted for the record.

Financial Statement Overview – July

Director Morgan stated in general funds we have received our first half property tax settlement that puts us at the 56% mark. We also received in August another advance we should receive all advances by September of about \$7 million. We will include those numbers in our August report since it was received in August.

Director Morgan stated in Public Library Fund (PLF) our February and March distribution for the PLF was as anticipated based on our original budget. The April distribution was down slightly from last year and the May distribution was down significantly from last year. The amount we received for the month of June is down slightly from what we received last year and the amount we received for July is slightly up from what we received last year. He stated overall, we are ahead of what we expect to receive of the reduced budget. He reminded us that we reduced our estimate by 25% based on information we received from the Ohio Library Council (OLC). This reduction is a factor of reduced State revenues due to COVID-19. We will continue to monitor those funds.

Director Morgan stated patron fines and fees are down significantly and we are starting to collect fines and fees. We are getting materials back from when we were closed. We still are not processing passports.

Executive Director Strobel mentioned we will start taking applications for passports in September, we will not take pictures.

Director Morgan stated in resale supplies we are not meeting those budgets due to lack of foot traffic in the library.

Director Morgan stated interest rates are falling and we will not meet our budget.

Director Morgan stated salaries and benefits took the biggest hit. The salary account show SharedWork Ohio for half pay. SharedWork Ohio is done and based upon our reduction we did and the savings we had we are right at the mark for salaries.

Director Morgan stated many of the other expense accounts show either a high percentage or 100% spent. This would account for standing order encumbrances that were created within those accounts. All the purchase orders were reviewed and some of them were decreased to realize the savings we needed to reach the total reduction in appropriations.

(See under FINANCE)

Investments – July

Director Morgan stated we purchased We purchased three pieces of Commercial Paper with yields from 0.28% to 0.32% and a CD that is yielding 0.49% with a 3-year maturity. The proceeds came from the maturity of commercial paper and CDs. We will continue to maximize our yields while diversifying the portfolio.

Transfers

Director Morgan stated there was one transfer for the month. Transfer from the General Fund to Special Revenue - My Com to pay for our match that is required as part of the grant agreement for \$21,666.66.

(See under FINANCE)

The investment reports were approved for vote by the full Board.

Purchase Approval List

Director Morgan stated Item #1 is an increase from \$12,500 to 16,500 for additional supplies for processing library materials. Item #2 is an increase from \$50,000 to \$60,000 for PPE supplies purchased from Grainger for maintenance materials system wide. Item #3 is for mobile hotspots service for circulation to customers. Item #4 is for the purchase of Palo Alto hardware upgrade, Firewall software for one year and Profession services upgrade for system wide computer security. Item #5 is for Sierra software unlimited license necessary for access to library catalog & circulation software. Item #6 is for 60 Zoom video conferencing software for one year. Item #7 is for two months sidewalk snow removal & ice prevention system wide.

The Purchase Approval List was approved for vote by the full Board.

Gift Report

Director Morgan stated the report includes gifts from the Ferry Family Foundation for Homework Centers, \$15,000 from the PNC Foundation for Kindergarten Club and \$2,278 from United Way of Greater Cleveland for ASPIRE, and a gift for \$2,000 from the Burton D. Morgan Foundation for Diversity Training to fund Director Good, Human Resources to virtually attend Cornell University.

The Gift Report was approved for vote by the full Board.

Voucher List April

The Voucher List, itemizing expenses in excess of \$5,000.00 was presented for informational purposes.

- **Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations**

Director Morgan stated this resolution is to amend estimated resources and appropriations. The additional funds we received are for special revenue programs; Adult Education Services \$20,000.00 and Project Learn \$34,167.50. Executive Director Strobel mentioned we will be receiving Cares Act dollars the State set aside for public libraries and we will receive \$675,000.00. The mechanism for that was \$25,000 per branch and those dollars will have to be spent by the end of this year. We also received a mini grant from the State Library for \$3,000.00 part of the Cares Act and \$15,000.00 for Special School Programming.

The Resolution was approved for consideration by the full Board.

- **Federal Grant Policies Approval July 2020**

Director Morgan stated there are seven (7) policies that need Board approval for federal grant awards. For the 2019 audit year we exceeded the \$750,000 threshold for federal dollars that we received for some of our Special Revenue Funds specifically ASPIRE, IELCE, Project Build and SNAP.

Exceeding the threshold requires a separate audit for those federal funds and requires a separate set of policies. Based on all of that, we are asking the Board to approve 7 new policies on the use of federal dollars for programs.

- Federal Awards Allowable Costs Policy
- Federal Awards Compensation Personal Devices and Fringe Benefits Policy
- Federal Awards Property and Equipment Policy
- Federal Awards Conflict of Interest Policy
- Federal Awards Record Retention Policy
- Federal Awards Procurement Policy
- Cash Management of Grants

These policies were approved for consideration by the full Board.

Other:

Adjournment

There was no other business before the Finance Committee, and Committee Chair DePiero called the meeting adjourned at 4:48 p.m.