

## **LaGrange Library Board Committee Reports - August 2021**

### **The Bylaws/Policy Committee:**

Will report on (a) Investment Policy (b) Meeting Rooms Policy and (c) Naming Rights Policy.

### **The Finance Committee:**

There was in-depth discussion regarding the handling of transfers between budget lines. Expense lines should be increased/decreased as needed in order to eliminate negative available balances.

We discussed the proposed budget and the need for quarterly projections as a planning and management tool. The Committee suggested decreasing some of the miscellaneous revenue lines for the 2021 budget. This will require a larger commitment from the Town of LaGrange, but we felt it was more realistic based on current trends. It was also noted that the Board's approval of the dollar amounts in the salary lines does not equate to the approval of the salary increases in the associated attachment.

A new format was discussed for capital project reporting. Phase 1 actually ended with a shortfall of \$13,734.64, but we will take that same dollar amount from what has been earmarked for Phase 2 funds and apply it to Phase 1 in order to balance it to zero.

The Finance Committee discussed the Investment policy again and proposed that it be sent back to the Policy Committee as is.

### **The Building Committee:**

Was in touch over email this month.

- 1) We take over the new space in November. The Building Committee plans to see the space before or after the Board meeting on November 11, as Mary will have the key, and will schedule a meeting afterwards for discussion on how to best utilize the space.
- 2) Final HVAC unit was installed and is working
- 3) Engraved leaves of the Donor Tree are being worked on. Need to finalize where to mount it
- 4) Review Mary's idea for donor plaques
- 5) Keith to draft a letter to landlord regarding common bathrooms' maintenance

**Long Range Planning Committee:** No updates

**Friends of the Library:** No submission