



Finance Committee

Meeting Minutes for

April 12, 2023

1. Call to Order: Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 5:30p.m.

2. Open Meetings Declaration: Chairwoman Feith established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Susan Feith

Elizabeth St. Myers

Kim Heniadis

~~Craig Broeren~~ (Excused)

William Clendenning

Other Board Members:

~~Ryan Austin~~

~~Karen Schill~~

Doug Machon

Eric Montag

~~Scott Kellogg~~

Administration: Katherine Elchert, Library Director

Others in Attendance: Attorney Nick Flanagan; Eric Norton

4. 501(c)(3) Application Documents: N. Flanagan shared the most recent draft of the by-laws, and what the next step will be in the process. An agreement must be created to allow transfer of funds. Attorney Flanagan shared responses to questions that he had received. One edit was made to the draft of the by-laws concerning when members would be voted into positions within a calendar year.

The next step in the process is to recommend that the full Library Board review the by-laws for the endowment board.

Motion by W. Clendenning, second by S. Feith to recommend the endowment board's by-laws as amended to the Full Board for approval. Motion carried by unanimous vote.

Library Board approval would be required to submit application for public charity 501(c)(3) status. Cannot have anticipated gross receipts of more than \$50k/year within the next 3 years. Attorney Flanagan suggested a method to remain within the confines of these limits for the next 3 years.

Motion by K. Heniadis, second by E. St. Myers to recommend that the Library Board direct Attorney Flanagan to submit the streamlined application to the IRS for pursuing public charity 501(c)(3) status. Motion carried by unanimous vote.

Attorney Flanagan suggested that the endowment board convene shortly after the application is submitted.



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K. Heniadis inquired about how the 2 “at-large” endowment board members would be chosen. S. Feith explained the typical process.

5. Monthly Financial Report Format: S. Feith stated that she would like to see a set of documents that enables the board to get a good pulse on cash flow in the various accounts within the library. She provided a handout detailing what items would be included. The Board needs information that pertains to where we are in terms of spending for our 2023 budget. Previous reports have included funds from both 2022 and 2023, and the report must be presented to the Board several days prior to the Library Board meeting for full review by any member who chooses to do so.

After discussion, the Finance Committee will meet with the Library Director and review copies of current documents to see where edits are needed to create a new report. The final report could include: cash activity, cash activity pre-pays, budget vs. actual income & expense, profit & loss, and the balance sheet.

6. Grant Reports: S. Feith stated no further discussion is necessary for this topic.

7. Items for Next Agenda: Discuss what documents are needed for a set of auditable books. Meeting scheduled for May 10th at 5:30 pm.

8. Adjournment: Chairwoman Feith adjourned the meeting at 6:55 p.m.