



# Finance Committee

Meeting Minutes for

June 12, 2023

**1. Call to Order:** Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 4:00 p.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~~ (Excused)

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

**4. Approval of Minutes: Motion by K. Heniadis, second by S. Feith to approve the Finance Committee minutes of May 9, 2023. Motion carried by unanimous vote.**

**5. Endowment Fund Transfer Agreement Review- Recommendation:** Attorney Flanagan provided an update on the 501(c)(3) Roadmap. The IRS has determined that the effective date of the tax exemption is February 19, 2023. The first meeting of the Endowment Board will occur prior to the June Library Board meeting.

Attorney Flanagan also shared a draft of the Fund Transfer Agreement. This agreement, which is required by law, will be reviewed by both the Library Board and the Endowment Board.

K. Heniadis inquired about the existence of any source documents that provide direction for how endowment money shall be spent. S. Feith has some historical documents that will need to be recognized by both the Library Board and Endowment Board.

Attorney Flanagan also shared the schedule of monetary transfers to the 501(c)(3), so the process adheres to guidance from the IRS.

**Motion by W. Clendenning, second by K. Heniadis to accept the transfer agreement as presented and recommend approval by the full Library Board at its June 21, 2023 meeting. Motion carried by unanimous vote.**



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**6. Endowment Fund Gifts Report:** S. Feith shared that there were three items to discuss. First, the distribution from the Rick Potter estate has arrived in the endowment's large account, and she thanked Attorney Flanagan for his work. Second, the paperwork for the Dennis Martin estate has been completed and that process continues. A. Galvan has provided the acknowledgement to the estate, and will provide a copy to Finance. Finally, A. Galvan shared that she does not expect to hear news from the Legacy grant until at least June 30.

**7. Monthly Accounts Review Report:** S. Feith recommended that the Board continue with the current format, and make inquiries to the Library Director for explanation as needed. Certain pieces of information are embedded in the city's accounting system, and do not print out in a report.

S. Feith shared that one submitted invoice for legal services will be divided between Operations and the Endowment.

**8. 2024 Budget Process Comments:** N. Flanagan inquired about whether the City has started preliminary budget process for 2024.

**Motion by W. Clendenning, second by K. Heniadis to add "2024 Budget Discussion" to the next full Board agenda. Motion carried by unanimous vote.** K. Elchert requested guidance from the Library Board regarding its budget goals for 2024, as she will use these when creating the budget.

**9. Items for Next Agenda:** Finance will have to cooperate with Buildings and Grounds to determine donor identities for various projects, and provide recognition. S. Feith requested that K. Elchert provide a descriptions of finance accounts, so Board members can better understand where money is spent.

**8. Adjournment:** Chairwoman Feith adjourned the meeting at 5:33 p.m.