

**Reed City Area District Library  
Finance Committee Meeting Minutes  
Wednesday, February 18, 2015; 4:00 p.m.**

**Present:**

Christine Cox, President, Reed City  
Phil Noreen, Vice President, Reed City  
Mary Neal, Treasurer, Reed City  
Heather Symon Bassett, Library Director  
Jennifer Thorson, Assistant Director

**1. Call to order**

The meeting was called to order by Phil Noreen, Vice President, at 4:00 p.m.

**2. Approval of Agenda**

A motion was made by Mary Neal and seconded by Phil Noreen, and approved unanimously, to approve the agenda as presented.

**3. Approval of Minutes**

A motion was made by Mary Neal, seconded by Phil Noreen, and approved unanimously, to approve minutes as presented for the February 11, 2015 Budget and Finance Committee meeting.

**4. Citizen's requests/public comment**

none

**5. Old Business**

None.

**6. New Business**

The Committee reviewed proposed financial policy including Unclaimed Property and Check Writing. It was suggested that the check writing could be expanded and that if there is a banking Policy, that it could be incorporated within that. A motion was made by Phil Noreen and seconded by Mary Neal, and approved unanimously, to approve the Unclaimed Property policy as presented and table the Check Writing policy for more development. Preliminary considerations for the 2015/2016 Fiscal Year Budget were noted by the Heather.

**7. Adjournment**

A motion was made by Christine Cox and seconded by Mary Neal, and approved unanimously, to adjourn the meeting at 5:20 p.m.

The next Finance Committee meeting will be held Wednesday, March 11, 2015 at 4 pm and the next regular meeting of the RCADL will be February 23, 2015 at 6 pm. in the RCADL community meeting room.

Respectfully submitted,

Heather Symon Bassett, Director

Entered into record March 30, 2015