

**Reed City Area District Library  
Finance Committee Meeting Minutes  
Wednesday, February 11, 2015; 3:30 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 Christine Cox, President, at 3:43 p.m.

**2. Approval of Agenda**

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

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

none

**4. Old Business**

None.

**5. New Business**

The Committee reviewed all components of the IX. Financial portion of the Reed City Area District Library policy manual. Discussion included moving the online/internet bank account from under the Donations heading to under the Financial heading, minor additions to the Fraud Risk Management Policy and the addition of Fund Balance and Capital Assets policies. It was decided that the next Finance Committee meeting would occur on Wednesday, February 18, 2015 at 4 pm, with topics for discussion including the potential addition of an Unclaimed Property, Money Handling and/or other financial policy. It was decided that preliminary budget considerations would be the priority topic for the February 18, 2015 meeting as time prohibited discussion of that agenda item at this meeting.

**6. Adjournment**

A motion was made by Phil Noreen and seconded by Mary Neal, and approved unanimously, to adjourn the meeting at 5:50 p.m.

The next Finance Committee meeting will be held Wednesday, February 18, 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

Approved February 23, 2015