

Draft Minutes for Administrative and Finance Committee Meeting

Stark Hall Immediately following the Community Listening Session at 11:24 am on
08/13/2022

Attendance: Aimee Huntemann, Minute Taker; Kathy Coughlin, Chair; Dianne Hathaway, Library Director

Call to Order: 11:24 am

Old Business:

1. Approval of Minutes for 07/27/22 Tabled.
2. Budget
 - Dianne gave the committee an updated budget.
 - We discussed changes to the wage lines.
 - The Heating Oil line is an estimate because there isn't a contract yet.
 - There was an increase in the electricity supply line.

Kathy made a motion to send the draft budget to the full LBOT for review. Aimee seconded. Motion passed 2-0-0.

New Business:

3. Next meeting date
 - The date of the next committee meeting was set.
4. Parking Lot
 - Work on Marketing Consultant RFP.
5. Action Items:
 - Dianne will send an updated/corrected copy of the budget.
 - Dianne will correct the narrative sheet where it talks about the Minute Taker line.

Motion to Adjourn: 11:43 am

Next Meeting: Thursday, September 15, 2022 at 10:00 am.

Minutes submitted by: Aimee Huntemann