



Town of Penhold Library Board Meeting

Wednesday, March 27, 2024

@ 6:30 pm / Library

AGENDA

1. Additions to the Agenda (6:35 pm)
 - Approval of the Library Agenda
2. Changes to Minutes Wednesday, January 31, 2024 (6:40 pm)
 - Approval of Minutes
3. Correspondence (6:45 pm)
 - Information:
 - Action:
4. Financial (7:00 pm)
 - Master Card Records
 - Reconciliation for 2024 February
 - 2024 Budget vs Actual
 - 2024 Budget Revision
5. CESD (Tabled)
6. Governance Policies (7:15 pm)
 - 2.9 Financial Policy
 - Reserve Funds (30 – 40%, provides buffer in operational flow)
 - Investments – interest invested back into investment
 - Capital Projects

Questions to consider:

1. How do we use the funds?
2. Guidelines for spending
3. Guidelines for authorizing spending
4. How will we build or replenish the funds?
 - 3.2 Facility Use by Public
 - Facility Terms and Conditions Agreement (Form)
 - By-law Schedule A
 - Addition of Fees for Piano Recitals or Events
7. Manager's Report (7:55 min)
8. Next Meeting April 24, 2024 @ 6:30 pm
 - 6.12. Salary and Wages
 1. How are wage increases administered?
 2. Requirements for staff to move up in the scale