

**THE BROADVIEW PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE MEETING
TUESDAY, APRIL 12, 2016, 6:00 PM**

A Finance Committee Meeting of The Broadview Public Library District was held on Tuesday, April 12, 2016. The Chair of The Finance Committee, Treasurer Eric Cummings presided over the meeting, also present was President Katrina Arnold, Vice – President Robert Jones , and Director Keisha Hester. A quorum was present, the meeting was called to order at 6:01 pm.

The Finance Committee met to review and discuss the Credit Card Policy, Bill Paying Policy, Signature Policy, Travel Policy and Purchase Policy. The committee made the following recommendations to the policies. There was an addition to the Credit Card Policy to reflect that there would be no credit check required to use the company credit card and if the company card should become misused it would result in disciplinary action of the employee and/or prosecution. Under Bill Paying Policy the committee recommended to provide the public at monthly board meetings with a report list of expenditures only exceeding \$2500. It was also recommended that the policy reflect that all Board members are encouraged to review the monthly vouchers. There were no changes to the Signature Policy. Under Travel Policy, the committee revised the verbiage to clarify reimbursement to employees traveling on business from and to the library.

The meeting was adjourned at 7:05 pm.



Treasurer Eric Cummings, Finance Committee Chair

05/26/2016

Date

04/28/2016

Approved Date