

PLAISTOW PUBLIC LIBRARY
Board of Trustees Meeting
December 30, 2015

The Plaistow Public Library Board of Trustees held a special meeting at the Public Library on Wednesday, December 30, 2015, to discuss end of year financial information.

Present: Jennifer Kiarsis, Interim Chair
Jane Query, Interim Secretary
James Peck, Treasurer

Not Present: Catherine Willis
Luann Blair
Michelle Sykes, Friends of the Library, Alternate
Rosemarie Bayek, Alternate

Call to Order

Jennifer Kiarsis called the meeting of the Board of Trustees to order at 10:40 am.

Jim Peck presented a schedule entitled "Supporting Detail for Encumbered Funds -2015" to the Board for review, which is attached to and made a part of these minutes.

After discussion of the end of year finances and review of the schedule, a Motion was made by Jennifer Kiarsis to encumber the amount of \$13,432 for 2015 for the purpose of the ongoing HVAC project and repairs to the driveway light pole, which project and repairs are to be completed in 2016; seconded by Jane Query. Motion carried: Ayes 3; Opposed 0; Abstentions 0.

Adjournment: 10:50 a.m.

Next meeting: Tuesday, January 12, 2016.

Respectfully submitted,

Jennifer Kiarsis, Interim Chair



Plaistow Public Library

SUPPORTING DETAIL FOR ENCUMBERED FUNDS- 2015				
DESCRIPTION	JUSTIFICATION (including date approved by Board of Trustees)	ENC.	SPENT	UNSPENT
HVAC	Additional amounts need above amounts encumbered & designated from Library Funds.	\$11,500.00		
Damaged light post	Insurance settlement check received 12/16/2015 from Concord Group. To be repaired in 2016.	\$1,932.00		
TOTAL		\$13,432.00	\$0.00	\$0.00

12/31/2015 Checking Account Balance*	\$59,845.84
less: Payroll Liabilities**	<u>\$3,530.16</u>
12/31/2015 Checking Account Balance net of Payroll Liab.	\$56,315.68
Unspent 2014 & 2013 Encumbered Funds	<u>\$42,309.50</u>
Amount in Checking Acct Attributed to 2015	\$14,006.18
Additional Encumbered Funds	<u>\$13,432.00</u>
Return to Town of Plaistow***	<u>\$574.18</u>
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Total Encumbered at 12/31/2015	<u>\$55,741.50</u>
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* After reimbursement to Town for unspent Legal Fees budget of \$13,470

** Employee & Library Withholdings on last payroll of 2015

*** Will change with final interest on bank account.