



## Town of Penhold Library Board Meeting

Wednesday, February 28, 2024

@ 6:30 pm / Library

### AGENDA

1. Additions to the Agenda (5 min)
  - Approval of the Library Agenda
2. Changes to Minutes Wednesday, January 31, 2024 (5 min)
  - Approval of Minutes
3. Correspondence (5 min)
  - Information:
  - Action:
4. Financial (20 min)
  - Master Card Records
  - Reconciliation for 2024 January
  - 2023 Financial Statement from RSM, Kevin Fergusson
5. CESD (5 min)
  - Meeting February 29<sup>th</sup> – Clark Peters, Karina, Myra and Joan
  - Meeting May 15 with invitation to the CESD Administration
  - Further thoughts that Board Members would like to share from January meeting
6. Governance (30 min)
  - Manager Review
7. Manager's Report (5 min)
8. Next Meeting March 27, 2024 @ 6:30 pm

Pending: March 27, 2024

Policies:

2.9. Financial Governance:

- A. Reserve Funds (30 – 40 %, provides buffer in chequing)
- B. Investments - interest invested back into investment
- C. Capital Projects

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?

6.12. Salary and Wages

1. How are wage increases administered?
2. Requirements for staff to move up in the scale

3.2. Facility Use Agreement

1. Friends of the Library – Piano Recitals