

## **NCFL– Board Meeting Minutes for November 12, 2025**

In Attendance – Kim Grethen, Dale Saylor, Linda Romeo, Alex Lunney, Rick Werwaiss, Bob Weiss, Julie Kabat, Hallie Ziesmer, Linda Murawski, Mark Reamer and Betsy Winters-Russell

Also present: Shea Wert

Kim called the meeting to order at 7:05pm.

Julie moved to approve the minutes from the October meeting. Dale seconded. All in favor, motion passed.

### **Library Director Report**

Policy

- Petty Cash Policy

*Approved by the Library Board on 12 November, 2025*

The North Chatham Free Library maintains a petty cash fund of **\$75** to cover small, everyday expenses when it is not practical to use the library's regular purchasing process.

The **Library Director** is responsible for the petty cash fund. The Director will keep the funds in a secure location and record purchases in a simple log.

#### **Guidelines:**

- Petty cash may be used for small items needed for daily library operations (such as supplies or postage).
- Receipts should be placed in the petty cash box at the time of purchase.
- Sales tax should be avoided by using the library's tax-exempt form.
- When the fund needs to be refilled, the Director will total the receipts and request reimbursement to bring the fund back to \$75.

This policy is intended to support smooth library operations with minimal administrative burden

*Rick moved to approve the Petty Cash Policy. Betsy seconded. All in favor, motion passed.*

### **Strategic Plan Committee**

- Review and approve final Strategic Plan. See NCFL website for complete Plan.

*Bob moved to approve the final Strategic Plan. Rick seconded. All in favor, motion passed.*

## **Finance Committee**

- Budget review.

*Rick motioned to approved budget. Betsy seconded. All in favor, motion passed.*

*Rick motioned to increase reserve from \$32.5k to \$50k. Julie seconded. All in favor, motion passed.*

**Next Library Board meeting is December 10, 2025, at 7:00 pm.**

Dale motioned to adjourn the meeting. Kim seconded. All in favor, motion passed.