

**OCPL Board of Trustees
Finance Committee Meeting**
Sept. 16, 2026
Minutes

ATTENDING:

Brianah Lane, Chair
Ed Kochian

Jill Hurst-Wahl
Mark Carter, Administrative Director

The meeting was called to order at 3:16 p.m.

Brianah updated the committee on the Board's 2025 Form 990. An extension has been filed, so it is now due before Nov. 15, 2026. She will circulate it for our review before it is filed.

The Petit Library's annual book sale is Sept. 27 – Oct. 3. Sept. 27 is the Westcott Street Cultural Fair. The manager at Petit has requested a cash withdrawal from their funds held by the Board to use for making change during the book sale. The withdrawal will be repaid out of the proceeds from the book sale. After discussion, the committee agreed to bring this to the full Board for a vote at its meeting today.

We discussed the timeline for the Board's approval of the library's budget. We approved the pro forma budget which OCPL submitted to the County in July. At its October meeting, the OCPL Board will adopt the budget as voted on by the County Legislature and County Executive.

The committee delayed discussion of the approval of Central Library Services Aid (CSLA) until the next meeting, when Amanda Perrine will be available to explain the requirement.

The committee discussed the need to approve grants and donations either when submitted or when the funds are received. We discussed the idea of Board approval of grant applications over \$5000 or when the grantor requires Board approval. How the funds are spent are tracked in QuickBooks. We also discussed that the board does not need to approve grant disbursements unless the disbursement is over \$5000 from one grant or the contract being paid is over \$5000. This discussion will feed into relevant financial policies which are being written.

In terms of policies, Brianah mentioned the employee reimbursement guidelines, when those reimbursements are occurring from Board funds (e.g., branch funds held by the Board). We agreed that following the existing guidelines and procedures is sufficient for tracking purposes.

The meeting ended at 3:59 p.m. Our next meeting will be on Wed, Oct 28, 9:00 a.m. in the Central Library's Board room on the 2nd floor.