

Finance Committee Minutes

Thursday June 23, 2022

2:30 PM, Town Hall

1. Call to Order

1. Mayor call meeting to order at 2:32.
2. Committee members present: J. Auxer, C. Roberts, J. Ford
3. Staff present: F. Welch, C. Stroeck, L. Robertson, J. Haynes, L. Rumpy
4. Visitors: H. Taylor, L. Warner (both representing Shepherdstown Library)

2. Reading/Approval of Minutes

1. Minutes of the March 2022 meeting were approved without comment.

3. Unfinished Business - None

4. New Business

1. Shepherdstown Library Funding Request

1. H. Taylor summarized the Library's funding request:
 1. Double monthly funding from \$900 to \$1800.
 2. In-kind funding to provide mowing and snow removal services.
2. J. Auxer summarized the historical relationship of the Town and the Library and asked H. Taylor to present some of the Library's financial information. H. Taylor detailed the Library's income sources and amounts.
3. C. Roberts inquired as to what would happen to the Market Building after the Library moves to their new site. J. Auxer said that the Town intended to get a structural and status assessment of the building before deciding on next steps. C. Roberts stated that she wanted to know if the Library would still have a presence in the Market Building. H. Taylor said that they would be open to that if a compatible situation could be worked out. H. Taylor stated the the current plan is for the Library to vacate the building by Aug 31.
4. Regarding mowing and plowing, F. Welch stated that the Town does not currently have the equipment to provide those services. J. Ford suggested that we get commercial bids on doing the jobs. J. Auxer agreed that the Town could do that once it received data from the Library mapping the areas that will require service.

5. J. Auxer asked if there were any other types of in-kind services that might be needed. H. Taylor replied that IT services are occasionally required. J. Auxer stated that the Town might be able to provide that type of service.
6. L. Robertson asked if the Library was regularly involved in applying for grants. L. Warner replied that they currently have 2 pending and that they are generally involved in several grants every year.
7. C. Stroeck asked the Library representative if they were aware of any formal agreements between the Town and the Library prior to 1994. None are known.
8. C. Stroeck asked if the Library would be interested in having a written agreement defining the relationship between the Town and the Library going forward and they responded affirmatively.
9. C. Stroeck suggested that the Town should distribute information to the public as soon as possible describing the status of the Market Building - i.e. the Library will be vacating the building and the Town intends to assess the state of the building before any decisions are made about its future. L. Rampy agreed to create a first draft of the document.

5. Mayor's Report

1. There was a brief discussion of the source and distribution of the Hotel Tax.

The meeting was adjourned at 3:32.

Respectfully submitted,

J. Ford