



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle, CEO

**Date:** October 21, 2015

**Re:** **Newmarket Public Library Bank Account – Fund Transfer**

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**Recommendation:** The CEO recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account to the Town of Newmarket bank account through the following motion:

**THAT** the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at September 30, 2015 of \$ 16,537.51 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.