



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle, CEO

**Date:** February 17, 2016

**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 January 29, 2016 of \$ 12,360.63 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.