**MEMORANDUM**

**To:** Newmarket Public Library Board

**From:** Todd Kyle, CEO

**Date:** June 22, 2016

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

**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 May 31, 2016 of $ 12,895.86 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.