



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle, C.E.O.

**Date:** January 18, 2017

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

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**Recommendation:** The C.E.O. 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 C.E.O. to authorize the Town of Newmarket Treasurer to transfer the net closing balance at December 31, 2016 of \$ 26,862.80 from the Newmarket Public Library bank account to the Town of Newmarket bank account.