



Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: December 14, 2016

Time: 3:00 pm

Members:

Mary Biel

Rachel Fuller

Tina Hubert, Chairwoman

John Phillips

Sandra West

- **Call to Order** – 3:03 p.m.
- **Roll Call**
 - Members present:* Mary Biel, Tina Hubert, John Phillips, and Sandra West
 - Others present:* Adrienne Elam, Rhonda Johnisee, Colleen Dettenmeier, Shirley Paden, and Leslie Bednar
 - Excused absence:* Rachel Fuller
- **Approval of Minutes** – November 9, 2016 - Motion to approve by Sandra West, seconded by Mary Biel. Motion PASSED by unanimous roll call vote.
- **Unfinished Business** – Champaign Location Roof Repair - Motion to approve by Sandra West, seconded by Mary Biel. Motion PASSED by unanimous roll call vote. Leslie Bednar learned that the condition of the roof decking is more serious than expected. She has not received a written change order from King Lar. It was decided that the finance committee will present to the Board, that they authorize expenditures, to King Lar, for up to \$50,000 with the contingency that if cost exceeds \$50,000 this could be handled by the Executive Committee. Leslie Bednar will put something together to present at the Executive Committee meeting.
- **New Business** –
 - November 2016 Bill Payments - Motion to accept by Sandra West, seconded by Mary Biel. Motion carried by unanimous roll call vote.
 - November 2016 Credit Card Transactions – Motion to accept by Sandra West, seconded by Mary Biel. Motion carried by unanimous roll call vote.
 - Financial Reports as of November 30, 2016 - Motion to accept by Mary Biel, seconded by Sandra West. Motion carried by unanimous roll call vote. Sandra West questioned when the CMC funding will be received. Adrienne Elam shared that it was received after November 30, 2016.

- **Next Steps –**
 - Meeting Frequency of Finance Committee – Adrienne Elam shared that she looked into this and feels that monthly meetings are better, since it's fresh on the Finance Department's minds. Meetings will remain monthly.
 - Review Revised Financial Policies for Next Meeting - Adrienne Elam will send them out to everyone, in the next day or two, so everyone will have time to review them before the next meeting.

- **Next Meeting –** Friday, January 13, 2017 at 3:00 p.m.

- **Public Comment -** None

- **Announcements -** Official notice of a special board meeting is forth coming.

- **Adjournment –** at 3:46 p.m. Motion to approve by Sandra West, seconded by Mary Biel. Motion PASSED.