



Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: May 19, 2017

Time: 3:00 p.m.

Members:

Mary Biel

Tiffany Droege

Tina Hubert, Chairwoman

John Phillips

Sandra West

1. Call to Order – 3:02 p.m.

2. Roll Call

Members present: Mary Biel, Tiffany Droege, Tina Hubert, John Phillips, and Sandra West

Others present: Leslie Bednar, Troy Brown, Adrienne Elam, Rhonda Johnisee, Colleen Dettenmeier, and Shirley Paden

3. Approval of Minutes – April 12, 2017 - Motion to approve by Sandra West, seconded by Mary Biel. Motion approved.

4. Unfinished Business – None.

5. New Business –

- April 2017 Bill Payments - Motion to accept by Sandra West, seconded by John Phillips. Motion carried by unanimous roll call vote. Sandra West questioned if check #18523 was after the auto insurance claim has been processed. Adrienne Elam shared that the full repairs have been completed and the check has been received from the insurance company less the \$250.00 deductible. Sandra West questioned if check #18534 was paying for a parking sticker and is IHLS paying for parking stickers for all the employees at the Carbondale location? Adrienne Elam responded "Yes."
- April 2017 Credit Card Transactions – Motion to accept by Sandra West, seconded by John Phillips. Motion carried by unanimous roll call vote. John questioned why were some items highlighted? Adrienne Elam responded that those items were out of the ordinary.

- Financial Reports as of April 30, 2017 - Motion to accept by Mary Biel, seconded by Sandra West. Motion carried by unanimous roll call vote.
- FY2018 Budget – For information only – Adrienne Elam shared an overview of the budget FY2018 Budget Draft. There were discussions, especially regarding IHLS’ reserves, cash on hand, capital outlays, hiring, ILDS, employee insurance benefits (including the 12.5% contingency), and salaries (including the 3.5% increase based on IMRF’s wage inflation rate). Leslie Bednar shared that the Finance Department’s approach to the budget was to have a goal of at least 10% of revenue over expenses. Leslie Bednar shared the details of the SHARE director’s retirement.

Sandra West stated that a motion is needed in order to share this budget information with the Executive Meeting on Monday, May 15, 2017 and to move this onto the Special Board Meeting on Tuesday, May 16, 2017. A motion was made by John Phillips and seconded by Sandra West to recommend that the proposed budget goes to the Executive Committee with the Finance Committee’s acceptance. Motion approved by a roll call vote.

- 6. Next Steps** – Adrienne Elam shared that the auditor’s field work is scheduled to begin the week of July 24, unless they have a schedule conflict.
- 7. Next Meeting** – Wednesday, June 14, 2017 at 3:00pm
- 8. Public Comment** - None
- 9. Announcements** - Sandra West shared that there is a Special Board Meeting on Tuesday May 16th to discuss the FY2018 Budget. Leslie Bednar shared that the IHLS plan of service will also be discussed.
- 10. Adjournment** – 3:59p.m. Motion to adjourn was accepted by a roll call vote.