



Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: September 11, 2018

Time: 3:00 p.m.

Call to Order

3:00 p.m.

Roll Call

Members present: Tina Hubert, Beverly Obert, Robert Paarlberg, and Sara Zumwalt. Sandy West (entered 3:25 p.m., exited 3:43 p.m.)

Others present: Leslie Bednar, Adrienne Elam, Colleen Dettenmeier, Rhonda Johnisee, and from Scheffel Boyle: Steve Pembroke, Jay Gensert, and Chad Frerichs.

Auditor's Presentation – FY2018 Audited Financial Statements Draft – For information only. Representing Scheffel Boyle was Steve Pembroke, Jay Gensert, and Chad Frerichs. Steve Pembroke thanked IHLS for allowing them to perform the audit and for the assistance from Adrienne, Rhonda and Colleen. Steve gave an overview of the FY2018 Audited Financial Statements draft and stated that Scheffel Boyle rendered an unqualified opinion (frequently referred to as a clean opinion.)

Approval of Minutes

From August 14, 2018 – Motion to approve by Sara Zumwalt, seconded by Robert Paarlberg. Motion approved.

Unfinished Business – None.

New Business

- August 2018 Bills – Motion to accept by Sara Zumwalt, seconded by Tina Hubert. Motion carried by unanimous roll call vote.
- August 31, 2018 Financial Reports – Motion to accept by Tina Hubert, seconded by Sara Zumwalt. Motion carried.
- Benefits Proposal for Part-Time Staff – Motion to accept by Sandy West, seconded by Tina Hubert. Motion carried by unanimous roll call vote. Leslie Bednar gave an overview of the memo provided to the committee. Prior to this meeting Beverly Obert emailed Adrienne Elam questions regarding cost of current year health insurance, FY19 budget insurance calculation method, FY19 quoted rates by the current provider, and the proposed coverage comparison to current insurance. Adrienne Elam responded to all

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questions. Our current health insurance is \$688.56 per person, per month. The FY19 budgeted insurance was calculated by using the industry standard predictions of health insurance rate increase of 8%. The comparison of the proposed coverage is very comparable to the current coverage. The FY19 health insurance quoted rates from our current provider went over our budgeted amount. The ancillary benefits current company was not looked at, due to our staff survey on current providers coverage of dental insurance. Sara Zumwalt asked how much is the cost for part time staff insurance? Adrienne Elam responded that IHLS will be paying for the part time life insurance premiums and the part time employees will be paying 100% of the elected dental, vision and/or additional elected life insurance premiums. Beverly Obert asked how does this cost impact the organization if the premiums increase in the future years? Adrienne Elam responded that life insurance premiums tend to remain consistent.

- Discussion of Space Planning Consultant(s) – Motion to accept by Tina Hubert, seconded by Robert Paarlberg. Motion carried by unanimous roll call vote. Leslie Bednar gave an overview of the proposed space planning consultants. Questions were asked regarding the differences of the two consultants & how we would pay for the consultants. Leslie Bednar responded that the McDermott consultant focuses on the interior design of the building; whereas, Louer will focus on the space planning and the logistics of where employees should be placed in the building. Another key factor in choosing Louer is that they will provide digital blueprints of the building, which can be used in the RFP for the repairs. IHLS would pay for the consultants from the FY2018 Revenue over Expenditures.

Next Steps

- Auditor's Presentation – FY2018 Audited Financial Statements at Board Meeting

Next meeting – Tuesday, October 9, 2018 at 3:00 p.m.

Public Comment – None.

Announcements – None.

Adjournment

3:54 p.m. Motion to approve by Sara Zumwalt, seconded by Robert Paarlberg. Motion approved.