



Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: April 12, 2017

Time: 3:00 p.m.

Members:

Mary Biel

Tina Hubert, Chairwoman

John Phillips

Sandra West

1. Call to Order – 3:10 p.m.

2. Roll Call

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

Others present: Adrienne Elam, Rhonda Johnisee, Colleen Dettenmeier, and Shirley Paden

3. Approval of Minutes – March 17, 2017 - Motion to approve by Sandra West, seconded by Mary Biel. Motion approved by unanimous roll call vote.

4. Unfinished Business - None.

5. New Business –

- March 2017 Bill Payments - Motion to accept by Mary Biel, seconded by Sandra West. Motion carried by unanimous roll call vote. Sandra West questioned is check #18362 to King-Lar Roofing, Inc. for a final installment or partial payment. Colleen Dettenmeier and Adrienne Elam shared that the payment was for the roof drains and the second installment. Adrienne Elam shared that the final payment should be made next month, when IHLS receives the insurance certification from the 3rd party warranty company and the required waiver releases. Tina Hubert questioned the reimbursement by check #18448 to FCI Greenville for lost books. Adrienne Elam responded that we have received payment from FCI Greenville for the lost books.
- March 2017 Credit Card Transactions – Motion to accept by Sandra West, seconded by Mary Biel. Motion carried by unanimous roll call vote. Sandra West questioned the setting up of PayPal and if it will be used for the Surplus Sale. Adrienne Elam shared that it is set up. Both Colleen Dettenmeier and Shirley Paden responded that PayPal will not be used for the Surplus Sale.

- Financial Reports as of March 31, 2017 - Motion to accept by Sandra West, seconded by Mary Biel. Motion carried by unanimous roll call vote. Sandra West questioned if the IHLS contribution to Fund 85 has been made for FY2016-2017. Adrienne Elam responded “no.” Sandra West then asked if the proposed SHARE membership fee increase will balance the FY2017-2018 budget. Adrienne Elam responded “this is a long range question, it will depend on SHARE’s FY2017-2018 operational budget.”
- FY2018 Budget and Operational Plan – For information Only – Adrienne Elam indicated that IHLS has received notification from the Illinois State Library (ISL) that we are to submit FY2018 budget based on FY2014-2015 funding and that the budget must be submitted by June 1, 2017. The budget draft is to be reviewed at the May Finance Committee meeting. There is no guarantee that IHLS will receive the remaining FY2016-2017 funds due from ISL by June 30, 2017.

6. Next Steps - None

7. Next Meeting – Tuesday, May 9th at 3:00 p.m.

8. Public Comment - None.

9. Announcements - None.

10. Adjournment – 3:31 p.m. Motion to approve by Sandra West, seconded by Mary Biel. Motion accepted.