



Illinois Heartland Library System

Illinois Heartland Library System
 Finance Committee Meeting
 February 19, 2014

CALL TO ORDER:

Jacob Roskovensky called the meeting to order at 3:36 p.m.

Committee Members Present: Susan Mendelsohn, Chair
 Nancy Huntley
 Libby Letterly
 Linda McDonnell
 Jacob Roskovensky
 Nina Wunderlich

Committee Members Absent: None

Others Present: Leslie Bednar
 Peggy Durst

MINUTES:

Nina Wunderlich moved that the Committee approve the minutes of the January meeting. Nancy Huntley seconded the motion. The motion passed unanimously by voice vote.

PUBLIC COMMENT:

None.

REVIEW OF PAID BILLS AND CREDIT CARD SUMMARY:

The committee reviewed the credit card summary. Jacob Roskovensky asked why IHLS buys CD/DVD cases. Leslie Bednar stated that if cases are broken in transit, IHLS replaces them and advises the library. There was a question about the amount of delivery totes purchased. Totes are replaced when broken and also purchased as volume increases. A different type of tote is used for items to be cataloged. The new Operations Director will continue the practice of bulk purchasing/best price.

Nina Wunderlich moved that the committee approve the credit card summary. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

The committee reviewed the January bill list. There were questions about the following bills:

Check #	Payee	Description	Amount	
10176	Facility Mgt Services Group	Maint-Overhead	\$485.50	Repair to hanging cubicle in DQ office.
10232	Gamble's Plumbing	Maint-Restroom Drain	\$434.90	Restroom drains in DQ were not working. IHLS paid to repair and will deduct cost from rent, as stated in lease.
10214	Allied Waste	Trash Removal	\$689.83	Two months trash removal in Edwardsville and one month in Champaign.

1000	Elk Heating & Cooling	Replace 3 HVAC Units	\$32,035.00	Is this budgeted? Yes.
10196	Sandberg, Phoenix & Von Gontard	Legal Services – Real Estate	\$3,831.32	Legal fees for DQ contract, and final costs for closing of sale of Edwardsville property.
10187	Kavanagh, Scully, Sudow, White	Legal Services - Personnel	\$805.00	Review of Executive Director's employment contract
10237	Lowenbaum Partnership	Legal Services – Personnel	\$73.75	Fees for templates for a telecommuting policy
10045	C E Brehm Memorial Library	Other CE	\$964.76	IHLS reimbursement for ILA travel and conference fees for a member librarian who played a key part in the migration to Polaris. Not all have requested reimbursement.
10243	Ellen Popit	Travel-Lodging Springfield	\$285.80	What was the purpose of this trip? ISLMA.
10209	Xerox	Copier	\$750.91	Will go to attorney this month
10190	Martin, Hood, Friese & Assoc.	Audit	\$1,425.00	Additional fees for single audit.

Libby Letterly moved that the bills be accepted. Susan Mendelsohn seconded the motion. The motion passed unanimously by roll call vote.

REVIEW OF JANUARY 2014 FINANCIAL STATEMENTS:

Leslie Bednar reviewed the financial statements. Leslie stated that the Special Funds Income Statement and Balance Sheet were not completed and will be sent at a later time.

Susan Mendelsohn moved that the committee accept the financial statements. Nancy Huntley seconded the motion. The motion passed by voice vote.

UNFINISHED BUSINESS:

Calculation of SHARE Fees

Voting has been delayed in lieu of providing more documentation to members on how fees are being calculated. The next SHARE Fees Committee meeting is in March. In the future the Share Executive Council will receive financial statements for Share accounts.

Update to Personnel Travel Policy

Susan Mendelsohn asked Leslie Bednar to email Karen Bounds and advise her that the Finance Committee requests that the Personnel Committee review the IHLS travel policy in the Employee Code and consider modifying that policy to address cost control for travel expenses. The Finance Committee would like a response from the Personnel Committee concerning this matter.

Libby Letterly left the meeting at 4:35 p.m.

Rising Cost of Health Insurance

Susan Mendelsohn moved that Linda McDonnell or Leslie Bednar present the Finance Committee's concerns over the rising cost of health insurance at the next Personnel Committee meeting and ask for

their input on how increased costs of insurance and benefits for the coming fiscal year should be handled. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

First Draft of FY2015 Budget

Budget work will begin in March. A first draft will go to the Board in April, with a final reading at the May Board meeting. The approved budget must be at the Illinois State Library on June 1.

The IMSA budget is due on March 15. Although IMSA Manager Loretta Broomfield has resigned, she will complete the budget before her last day.

NEW BUSINESS:

Operations Managers

Susan Mendelsohn asked about the two Operations Managers in Champaign. Staff will determine an appropriate time to merge that into one operation.

Impact of Other Committee Discussions on IHLS Finances

Jacob Roskovensky stated he was unable to attend the Personnel Committee meeting. Linda McDonnell said that she had intended to discuss the request that the Personnel Committee review the travel policy, but the meeting ran long and she decided to wait.

Comments from Leslie Bednar.

None.

Questions/Concerns from Committee.

Jacob Roskovensky got a travel check that he did not understand. Leslie Bednar advised the committee members that it was discovered that IHLS had been paying the wrong mileage rate for 2013, so all board members were sent checks reflecting the additional amount owed. The current 2014 rate is \$.56 per mile, down from \$.565 per mile in 2013.

Public Comments:

None.

Adjourn.

The meeting adjourned at 5:04 p.m.
