



# Illinois Heartland Library System

Illinois Heartland Library System  
Finance Committee Meeting  
March 21, 2014

## **CALL TO ORDER:**

Jacob Roskovensky called the meeting to order at 3:30 p.m.

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

Committee Members Absent: Libby Letterly

Others Present: Leslie Bednar  
Sarafae Stuehlmeier  
Peggy Durst

## **MINUTES:**

Jacob Roskovensky moved that the Committee approve the minutes of the February meeting. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

## **PUBLIC COMMENT:**

None.

## **REVIEW OF PAID BILLS AND CREDIT CARD SUMMARY:**

Nina Wunderlich moved that agenda item #4 be moved to replace #7. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

[Nancy Huntley joined the meeting at 3:35 p.m.]

## **UNFINISHED BUSINESS:**

### ***Status of Update to Personnel Travel Policy***

Linda McDonnell reported that the Personnel Committee did not meet in March.

### ***Cost of Health Insurance***

Health insurance quotes will not be available until sometime in April. A 12 % increase will be included in the draft budget.

### ***Change in FY2015 System Area & Per Capita Timeline (deadline May 1<sup>st</sup>)***

The Illinois State Library has moved the deadline for submission of the System Area & Per Capita Grant application ahead one month. The application is due May 1. A first reading draft of the FY15 budget will be presented to the Board at the meeting on March 25. A special Board meeting will be scheduled

around April 9 for in-depth review of the budget and plan of service. Second reading and approval of the budget and plan of service for FY15 will take place at the regular April Board meeting.

***Bank Accounts***

A list of all IHLS bank account was distributed. We will share the same information regarding bank accounts at the board meeting. We will collapse appropriate accounts into a general and a money market account to improve effectiveness and efficiency and rely on the financial database to track the fund accounting details.

***Investment Considerations***

An investment opportunity through US Bank will be presented at the Board meeting.

***Results of CJ Schlosser Audit/Costs***

The work is not yet completed and no invoices have been received.

***Replacement CFO/Dismissal Negotiations and Legal Costs***

Forty applications have been received. Application closes March 31.

***Time of Receipt of State Funds/New Grant Awards***

Illinois State Library has advised IHLS to plan on the same funding as this year.

IHLS has an opportunity to be eligible to apply for foundation grants through the Fund for Illinois libraries. This can be done through an ILA membership or by creating a Friends group. ILA has been asked to provide a reduced membership rate.

**REVIEW OF FEBRUARY 2014 FINANCIAL STATEMENTS**

The financial statements were not available.

[Nancy Huntley left the meeting at 4:54 p.m.]

**REVIEW OF PAID BILLS AND CREDIT CARD SUMMARY FOR FEBRUARY 2014**

Check #	Payee	Description	Amount	
303668 866 & 22714	IRS & IL Dept Revenue	Payroll taxes	\$24,266.96, 4,481.95	List should be corrected to reflect 2/28/14 payroll rather than 2/14/14 payroll.
10362	Parker Kent	Rent & Utilities	\$5,501.90	Does this amount reflect deductions for repairs? Staff will verify.
10308	Zeller Corporation	Maint-Electrical Work, DQ	\$3,216.19	Will this be deducted from rent? Staff will verify.
10379	Wex Bank	Fuel	\$13,283.47	Wex Bank is the recipient of payments to Wright Express, gasoline vendor.
1028	Xerox	Copier Rental and Copies	\$147.66	Copier leased by IMSA.

10058	Recorded Books	Zino Magazine Subscriptions	\$317.55	Reimbursed by member libraries
1022	ABS	Software Support	\$693.00	Provides Local support for OCLC Billing Software
10324	Automation Facilitators	Open Systems Support	\$675.00	Service for June-December
10341	Edwardsville Plumbing & Heating	Restroom Repairs	\$571.79	Repair two toilets in Edwardsville office
1034	Kavanagh, Scully, Sudow & White	Legal	\$262.50	Response to IMSA FOIA request.

Blue Tooth headsets were purchased by credit card from Amazon for IHLS vehicles to allow staff to comply with Illinois law.

Nina Wunderlich moved that the committee recommend the bills for approval. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote

[Jacob Roskovensky left the meeting at 5:20 p.m.]

**Comments from Leslie Bednar.**

None.

**Questions/Concerns from Committee.**

None.

**Public Comments:**

None.

**Adjourn.**

The meeting adjourned at 5:39 p.m.