



Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: October 12, 2016

Time: 3:00 pm

Members:

Mary Biel

Rachel Fuller

Tina Hubert, Chairwoman

John Phillips

Sandra West,

1. **Call to Order** -3:02 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 Leslie Bednar

3. **Approval of Minutes** – September 20, 2016 - Motion to approve by John Phillips, seconded by Sandra West. Motion PASSED by unanimous roll call vote.

4. **Unfinished Business** – None

5. **New Business** –

- September 2016 Bill Payments - Motion to accept by Sandra West, seconded by John Phillips. Motion carried by unanimous roll call vote. Sandra West questioned check #17814 payment issued to Mahomet PL for 3 quarters of SHARE Barcoding A Services. Should they be obligated because of the agreement the Library signed for these services? Adrienne Elam stated Chris Dawdy approved this refund. Sandra West questioned if libraries should be able to switch midstream. Tina Hubert asked if the check had been sent to the Library. Adrienne Elam said yes. Tina Hubert requested a follow up to this inquiry.
- September 2016 Credit Card Transactions – Motion to accept by Mary Biel, seconded by Sandra West. Motion carried by unanimous roll call vote.
- Financial Reports as of September 30, 2016 - Motion to accept by Sandra West, seconded by John Phillips. Motion carried by unanimous roll call vote.

- IHLS FY2017-2017 Courier Vehicle Purchases – Motion to accept by John Phillips, seconded by Sandra West. Motion carried by unanimous roll call vote. Adrienne Elam stated we should receive LSTA portion of Area & Per Capita Grant in October for \$626,000. Susan Palmer is requesting, after receiving these funds, if she can purchase vans that were included in the Capital Projects Budget. Tina Hubert stated that if this was in the budget it has already been approved.
- IHLS Financial Policy and Procedures - Motion to accept by John Phillips, seconded by Sandra West. Motion carried by unanimous roll call vote. John Phillips questioned what was changed. Adrienne Elam explained these policies and procedures were updated to reflect the current financial department staffing and procedures.
- Schedule meeting day for Finance Committee – For information only. After discussion the committee agreed to meet the Wednesday following the second Tuesday of the month.

6. Next Steps - None

7. Next Meeting – November 9, 2016 3:00 p.m.

8. Public Comment - Adrienne Elam stated that the Finance staff and Susan Palmer met with RAILS to discuss the details for a standard invoice and the proposed cost of the shuttles and the per stop cost. Sandra West questioned if every cost for the ILDS project is being billed? Adrienne Elam stated yes, any cost related to this project will be billed.

9. Announcements - Sandra West reminded everyone to register for the meetings on L2 and to check your Board email at least once per week.

10. Adjournment – Motion to adjourn at 3:31 pm. Motion to approve by Sandra West, seconded by Mary Biel. Motion PASSED by unanimous roll call vote.