



# Illinois Heartland Library System

## FINANCE COMMITTEE MEETING MINUTES

Date: August 16, 2016

Time: 10:00 am

### Members:

Rachel Fuller

Tina Hubert - Chair

Sandra West

### 1. Call to Order – 10:01 a.m.

### 2. Roll Call

*Members present:* Sandra West, Rachel Fuller, Tina Hubert

*Others present:* Adrienne Elam, Colleen Dettenmeier, Shirley Paden, John Phillips

### 3. Approval of Minutes – July 19, 2016 - Motion to approve by Sandra West, seconded by Rachel Fuller. Motion PASSED by unanimous roll call vote. Sandy questioned if she seconded last month's approval of minutes. Adrienne verified that yes she did.

### 4. Unfinished Business – NONE.

### 5. New Business –

- July 2016 Bill Payments - Motion to accept by Sandra West, seconded by Rachel Fuller. Motion carried by unanimous roll call vote. Sandy questioned check 17554, what is an Employee Dishonesty Bond? Adrienne Elam explained. Sandy also questioned check 17615, if the RAILS/ILDS has not been signed why did we go ahead and purchased the box truck anyway? Adrienne Elam explained.
- July 2016 Credit Card Transactions – Motion to accept by Rachel Fuller, seconded by Sandra West. Motion carried by unanimous roll call vote. Sandy commented that at the July meeting she questioned the RDA Tool Kit and that it included the catalogers. Is this a duplicate? Adrienne Elam stated that it was not a duplicate and that 5 more subscriptions were paid by CMC grant.
- Financial Reports as of July 31, 2016 - Motion to accept by Sandra West, seconded by Rachel Fuller. Motion carried by unanimous roll call vote. Sandy West questioned if the reports were pre-audit numbers. Adrienne Elam indicated yes, the report consisted of pre-audited numbers.

- FY2015-2016 Audit Status Update – For Information only. The field audit work has been completed. They spent 6 days in our office and they are still working behind the scenes. Adrienne Elam requested that they give us recommendations for changes and improvements. They are hoping to have a draft by Sept 1<sup>st</sup> and to present it at the next Finance Committee meeting and the next board meeting. She also shared that the one recommendation they have made is in regards to approved comp and vacation time. In addition she shared our current policy and will included it at our next meeting. They recommend that we put a couple of sentences in our policy. Tina Hubert asked which committees this would involve finance and personnel? This is tabled for further discussion until the next meeting when the audit is official.
  - FY2016-2017 Insurance Benefits Status Update – For information only. Tabled for the next meeting. Adrienne Elam is dedicating the rest of the week to this. There is a good possibility that we are changing companies and we won't get information until right before the September board meeting.
  - Financial Procedures – For information only. Adrienne Elam provided documents, including proposed changes, so that everyone can look them over before the next meeting. She based the proposed changes on how things are currently handled and a synopsis that was provided to the auditors. All questions are to be emailed to Adrienne Elam. She will send these documents to the new committee members - Mary Beil and John Phillips.
- 6. Next Steps** – NONE. Tina Hubert had a question about the new law that has to do with travel reimbursement and if we have a policy. Adrienne Elam shared our policy. This policy is part of personal code, section 7, page 23. She will include this policy at next month's meeting.
- 7. Next Meeting** – Tuesday September 20, 2016 at 3:00pm. Tina is to confirm that this time will work for Mary Beil.
- 8. Public Comment** – John Phillips commented that it would be helpful if the agenda and attachments could be available on the Friday before the Tuesday meeting.
- 9. Announcements** - Sandy West announced that the meetings should be placed on the L2 site. Stacie and Leslie have already been putting meeting dates out there. Tina Hubert and Sandy West both suggested that members may want to register for several meeting at the same time, since L2 sends a reminder.
- 10. Adjournment** 10:34 a.m. Motion to approve by Sandra West, seconded by Rachel Fuller. Motion PASSED.