



Illinois Heartland Library System
 Finance Committee Meeting
 January 15, 2014

CALL TO ORDER:

Susan Mendelsohn called the meeting to order at 3:33 p.m.

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

Committee Members Absent: None

Others: Leslie Bednar
 Rose Mary Barczewski
 Peggy Durst

MINUTES:

Nina Wunderlich moved that the Committee approve the minutes of the November meeting. Susan Mendelsohn 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 November and December bill lists.

[Nancy Huntley joined the meeting at 3:39 p.m.]

There were questions about the following bills:

Check #	Payee	Description	Amount	
10019	Applianz Technology, Inc.	Cougar Mountain Hosting	\$1,247.50	We need to continue the contract through January 31 in order to have access to data for employee W2 forms.
10082	Xerox Corporation	Copier Rental & Copying Fees	\$1,638.43	Leslie will ask the IHLS attorney for a recommendation.
53419	IHLS	Transfer from Busey to US Bank	\$100,000.00	IHLS still has the Busey account because it is tied to the Illinois Funds accounts.
10111	George Alarm	Burglar Alarm Service-Video Alarm System for Edwardsville	\$3,048.10	A similar system will be installed in Champaign and DuQuoin. Monthly cost for each building will be approximately \$113.
10133	Terminix	Pest Control	\$107.00	This fee will be reimbursed/credited by the DuQuoin landlord.

The committee reviewed the credit card summary. Susan Mendelsohn asked Leslie to consider appoint a staff member to make all travel purchases, with the hope of getting lower rates by booking early. plane fare for staff travel.

Jacob Roskovensky joined the meeting at 4 pm.

Libby Letterly requested that the credit card summary include a column indicating which items will be reimbursed by SHARE or another fund.

Rose Mary Barczewski indicated that a \$10 fee was assessed for paying by phone because a live person answered the call. She asked for a refund for this fee and it will be on the next statement.

Susan Mendelsohn moved that the bills, including credit card purchases be recommended for approval. Libby Letterly seconded the motion. The motion passed unanimously by roll call vote.

REVIEW OF DECEMBER 2013 FINANCIAL STATEMENTS:

Rose Mary Barczewski reviewed the financial statements.

UNFINISHED BUSINESS:

Change in Calculation of SHARE Fees December 11 Meeting

Libby Letterly attended the December 11 meeting to discuss SHARE fees. The SHARE Executive Council was scheduled to meet today, but there is no word on the results of that meeting. The next SHARE meeting will be February 4.

IMRF Rate Buy Down/ Payback

The decision on whether to use the proceeds from the Edwardsville lots to pay down the IMRF unfunded balance and reduce IMRF rate will be presented to the Board at the January meeting.

NEW BUSINESS:

Accounting Position Descriptions

The new staff in the Business Department are in place, but their assignments may be rearranged slightly to be sure that no one is over loaded with work.

Long Range Plan/Financial Committee Suggestions

Board President Linda McDonnell attended the Long-Range Plan Committee meeting on January 13. \$10,000 is included in the current budget for a consultant. Possible items to include in a long range plan are building a financial reserve, disaster recovery plan and consultant services plan. The Long Range Plan Committee also suggested a Board retreat to be held in the spring. The committee will bring a proposal for a retreat to the January Board meeting.

Nancy Huntley left the meeting at 5:03 p.m.

Rising Cost of Health Insurance/Impact on Budget

Susan Mendelsohn urged staff to seek health insurance quotes early so the committee is not short of time in presenting a budget to the Board.

First Draft of 2014 -2015 Budget

First reading of the FY15 budget is planned for the April Board meeting with approval scheduled for the May meeting.

Impact of Other Committee Discussions on IHLS Finances

No report.

Comments from Rose Mary Barczewski:

None.

Comments from Leslie Bednar.

None.

Questions/Concerns from Committee.

None.

Public Comments:

None.

Adjourn.