



# Illinois Heartland Library System

Illinois Heartland Library System  
Finance Committee Meeting  
November 20, 2013

**CALL TO ORDER:**

Susan Mendelsohn called the meeting to order at 3:34 p.m.

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

Committee Members Absent: George Trammell

Others: Nancy Huntley  
Leslie Bednar  
Rose Mary Barczewski  
Peggy Durst

**MINUTES:**

Requested changes to October 16, 2013 minutes:

Page two, second bullet: Text should be changed to ***“The OCLC computer accounting system needs to record entries in the ledger in a timelier manner.”***

Page four, Questions/Concerns from Committee: Change ***“included”*** to ***“include”***.

Nina Wunderlich moved that the minutes be approved with changes. Libby Letterly seconded the motion. The motion passed unanimously by voice vote.

**PUBLIC COMMENT:**

None.

**PAID BILLS LIST:**

The committee reviewed the bill list. Rose Mary Barczewski stated that each fund now has a separate bank account. Nina Wunderlich asked if we would see an end to expenses for Decatur and Carterville. Rose Mary Barczewski stated that there should not be more.

There were questions about the following bills:

Check #	Payee	Description	Amount	
53346	Bruckner Masonry	Tuck point and caulking – Decatur	\$3,452.00	Committee members commented on at the high cost to repair the Decatur building.
53331	Allied Waste	Trash Removal	\$477.61	Cost was higher than usual due to clean up of building to make room for Decatur.

Champaign Office:  
1704 West Interstate Drive  
Champaign, IL 61822  
217-352-0047

Du Quoin Office:  
500 South Madison  
Du Quoin, IL 62832  
618-985-3711

Edwardsville Office:  
6725 Goshen Road  
Edwardsville, IL 62025  
618-656-3216

53358	Communication Revolving Fund	Vtel	\$917.73	The monthly vtel fee for two buildings
53363	Facility Mgt Services	New Location Alteration	\$12,435.50	Cost to remove cubicles and work stations in Decatur and reconfigure in DuQuoin and Champaign
53383	Martin, Hood Friese & Associates	Audit	\$20,305.43	Does this include the cost of the federal audit? Yes. Rose Mary was unable to confirm that this was the final charge, but will follow up.
53395	Sandberg, Phoenix, & Von Gontard	Legal – Real Estate	\$14,478.09	Rose Mary will check to see if this is the final invoice for legal fees for sale of Edwardsville property
53406	Universal Moving Solutions	Moving Service	\$7,415.00	Cost to move Carterville office to DuQuoin
53410	WEX Bank	Fuel	\$4,922.30	WEX Bank is the payee for Wright Express

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

**CREDIT CARD SUMMARY:**

The committee reviewed the credit card summary. There were questions about the cost of plane fare for staff travel.

Jacob Roskovensky moved that the Finance Committee ask the Personnel Committee to investigate the travel costs in the Employee Code. Nina Wunderlich seconded the motion. The motion passed by voice vote.

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

**REVIEW OF OCTOBER 2013 FINANCIAL STATEMENTS:**

Rose Mary Barczewski reviewed the financial statements.

**UNFINISHED BUSINESS:**

***Change in Calculation of SHARE Fees/SHARE Finance Committee Participation***

Leslie Bednar and Rose Mary met with SHARE staff and the SHARE Finance Committee to begin discussion of SHARE fees. They will meet again on December 11. Libby Letterly agreed to represent the Board Finance Committee at this meeting.

***Projected Increase of Revenue/Expenses Based on Addition of 6 New Libraries***

Projected annual revenue from the six new libraries is \$23,000.

***Additional Responses/Questions to IHLS Per Capita Grant Submission to the State***

A letter of acceptance has been received from the Illinois State Library with no additional questions.

**NEW BUSINESS:**

***Disaster Recovery Plan***

Susan Mendelsohn has sent a sample disaster recovery plan to the finance committee. Leslie Bednar stated the executive team is already working on the document and will share it with the board as soon as its available.

***Resolution for IMRF***

As a result of the IMRF audit, a resolution will be presented to the Board to acknowledge that the IHLS cafeteria plan will be taken into account when determining IMRF wages.

***Replace Juliette as Signatory***

With Juliette Douglas' resignation an additional signatory is needed in the Edwardsville office. Leslie Bednar will recommend that the Board approve Linda Petty and Chris Dawdy as signatories.

***IHLS Open Job Positions***

Juliette Douglas' position covered both Human Resources and Operations. The Human Resources portion will be moved into the Business Department as a support staff position supervised by the Chief Fiscal Officer with close working relationship with the Executive Director. Operations Director will be a separate position. Salaries and ranges for these positions will be provided at the Board 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.**

Susan Mendelson moved that the meeting adjourn. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote. The meeting adjourned at 5:09 p.m.