



Illinois Heartland Library System
Finance Committee Meeting
July 22, 2013

Present: Nina Wunderlich, Chair
Karen Bounds
Susan Mendelsohn
Jacob Roskovensky

Leslie Bednar
Rose Mary Barczewski
Peggy Durst

Nina Wunderlich called the meeting to order at 4:15 p.m.

Minutes. Jacob Roskovensky moved that the minutes of the June 24 meeting be approved. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

Public Comment. None.

Paid Bills List. The bill list was unavailable. They will be approved at the August meeting.

Monthly Financial Report. This has not been completed since Rose Mary is working on year end reports. It will be available at the August meeting.

T-1 Lines in Champaign. Champaign Telephone is not done installing fiber optics, so the T-1 lines are still necessary.

Lost Items Letter. The letter notifying libraries that we will no longer bill for lost books has been sent.

Polaris Contract. IHLS has paid Polaris \$885,937.00 and owes them \$9,200.

Bank Accounts. Rose Mary has contacted several banks and has narrowed her search down to two: US Bank and Cloverleaf. She is still negotiating on fees.

Jacob Roskovensky moved that the Treasurer and one additional Board member residing near Edwardsville be authorized to sign checks, along with appropriate staff members. Susan Mendelsohn seconded the motion. The motion passed by roll call vote.

New Accounting Software. Rose Mary has been very busy launching the new software. Payroll will be run next week on the new system.

Carterville Office:
607 S. Greenbriar Road
Carterville, IL 62918
618-985-3711

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

Decatur Office:
345 West Eldorado Street
Decatur, IL 62522
217-429-2586

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

Accounts Payable. Ramona Rollins has resigned and Accounts Payable, Payroll and OCLC Accounting tasks will be relocated to Edwardsville. Accounts Receivable will remain in Champaign.

Insurance Broker. The Crane Agency handles health insurance, plus property and liability coverage as well as workers compensation. Rose Mary has visited all offices with the agent to determine value of property and contents.

Susan Mendelsohn asked what other expenses may be involved in the DuQuoin move. Leslie stated that the building needs T-1 lines, and IT installation. Carterville, Decatur and Champaign are being inventoried by a St. Louis firm that specializes in office layouts to determine what furniture and cubicles are available and where they should be used. There will also be attorney fees and some furnishings may need to be purchased.

Comments from Rose Mary Barczewski.

New staff will be busy training on software and procedures.

Comments from Leslie Bednar.

None.

Questions/Concerns from Committee.

None.

Public Comments:

None.

Adjourn.

The meeting adjourned at 4:55 p.m.