



Illinois Heartland Library System
Finance Committee Meeting
June 24, 2013

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

Leslie Bednar
Rose Mary Barczewski
Peggy Durst

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

Minutes. Susan Mendelsohn moved that the minutes of the May 13, May 22, and May 28 meetings be approved as submitted. Janet Hasten seconded the motion. The motion passed unanimously by voice vote.

Public Comment. None.

Paid Bills List. The committee reviewed the bill list and asked for clarification for several bills.

Questions included:

- Check #52834 paid to Comprise Technologies, Inc. for \$11,488.00. This is for software used by SILNET libraries to reserve computers and printers in their libraries. It is totally reimbursed by member libraries.
- Why are payments for lost books still being done through IHLS. Leslie Bednar stated that this service will end on June 30 and member libraries will receive a letter advising them of this.
- Check #52918 paid to Polaris Library Systems for \$160,852.00. This is a payment for our purchase contract. Rose Mary will check on how much remains to be paid and advise the committee.
- Check #52841 to Focal Pointe for \$96.00. Mowing for Edwardsville. Why another mowing bill for Edwardsville, when an annual mowing fee was paid last month. This invoice is for mowing the vacant lots, which is not included in the annual fee. We pay \$48.00 each time it is mowed.
- Check #52849 to LexisNexis Screening Solutions for \$477.10. This company does criminal background checks and DIU checks for new hires. Leslie Bednar advised the committee that drug testing will be implemented in the near future

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

- Back pay of salary increases was distributed to employees. The total was \$67,444.37. These payments did not appear on today's bill list since it occurred after the cut off. The last paychecks of the fiscal year will also include the increase.

Janet Hasten moved that the committee recommend approval of the bill list. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

The committee discussed the credit card summary. Questions included:

- Did SHARE pay for food for staff for Go Live? Yes.
- What is Go Daddy? That is the domain registration for one of the legacy systems. There is still information on those sites that needs to be available.
- What is Lynda.com? A source for online classes. After July 1 these classes will be available through WebJunction at no cost to IHLS.

Janet Hasten moved that the committee approve the credit card summary. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

Monthly Financial Report .

Rose Mary Barczewski reviewed the 11 Month Financial Statement.

Old Business.

Nina Wunderlich asked how long we will continue to need the T-1 lines In Champaign. This project is waiting for the fiber optics project in Champaign to be completed.

New Business.

Bank Accounts:

Rose Mary Barczewski advised the committee that she would like to change the main bank from Busey, which does not have downstate branches, to a bank in the Edwardsville area and create separate accounts for the larger funds. She will check with several and report back. She plans to move accounts payable to the Edwardsville office so that she will have easier access to the bills. Champaign personnel will continue to do accounts receivable, payroll and OCLC billing.

The new accounting software is installed and ready to use. Both systems will be run at the same time for a while. Accounts payable will be moved to Edwardsville.

Susan Mendelsohn asked for a list of outstanding things to be done.

FY13 Audit.

Rose Mary Barczewski met with Martin, Hood, Friese, and Associates to discuss the audit. At the July 2012 Board meeting the Board approved this firm for up to three years. They did bill us an additional \$3,250 for extra work related to OCLC (and this will be paid for by that grant). The cost for the three years is: Year 1: \$17,200. Year 2: \$17,700 and Year 3 \$18,200. The committee will ask the Board if they want to continue with this firm for this year's audit.

Comments from Rose Mary Barczewski.

We have changed brokers for Worker's Compensation.

Comments from Leslie Bednar.

None.

Questions/Concerns from Committee.

None.

Public Comments:

None.

Adjourn.

The meeting adjourned at 5:45 p.m.