



Illinois Heartland Library System
Finance Committee Meeting
August 26, 2013

Present: Susan Mendelsohn, Chair
Libby Letterly
Jacob Roskovensky
George Trammell
Nina Wunderlich

Rose Mary Barczewski
Peggy Durst

Susan Mendelsohn called the meeting to order at 4:15 p.m.

MINUTES: Nina Wunderlich moved that the minutes of the July 22 meeting be approved. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

PUBLIC COMMENT: None.

PAID BILLS LIST: The committee reviewed the bill list and had questions about the following bills:

Check #	Payee	Description	Amount	
52961	Joe DeVillez	Pre-employment physical	\$42.50	New employees may go to their family doctor for their pre-employment physical exam and IHLS will reimburse them.
52954	Best Buy	38 tablets	\$57,758.86	Member libraries used SHARE credits for this purpose.
52969	Keystone Systems, Inc.	Wireless barcode scanners	\$4,230.00	Purchased for IMSA with IMSA grant funds.
53023	Dell Marketing	Optiplex & Server	\$9,162.51	Business Department server.
52985,	Jeffrey Parks	Payroll	\$10,683.96	Buyout of union contract
52986	James Shaw		\$9,465.09	
52987	A-1 Security Specialist	Deadbolt & Keys	\$346.20	Locks for rented office space in Edwardsville building.
53031	Kunkel Commercial Group	Real Estate Agent Fees	\$936.00	Commission for finding Edwardsville tenants.
53045	R. R. Bowker	Software-Library Thing	\$3,610.00	A reimbursable OPAC add-on for LINC libraries. This contract is now canceled.

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

53052	University of IL – GAR	OM Jobs Material	\$824.79	Gasoline expense.
52956	Clow Controls	AC Repair/Decatur	\$1,131.52	Repair air conditioning in Decatur building.
53043	Bob Ridings, Inc.	2 cargo vans	\$86,260.00	Purchase of 4 cargo vans, although the bill list states only 2.
52971	Martin,Hood, Friese, Assoc.	2012 Accounting Audit	\$3,250.00	Invoice for final costs of FY12 audit. RMB will advise the committee of the expected cost for the FY13 audit.
52974	Neuhoff Media	Radio Ads – IMSA	\$2,500.00	Radio ads to reach prospective IMSA clients.
52983	Withers Broadcasting		\$2,496.00	
52982	Teamsters	Union dues	\$149.00	Union dues deducted from employee paychecks.
53097	Auto Tire	Repair, oil, filter	\$1,069.81	For 9 vehicles.
53125	Jan Ison	In State Travel – Bd	\$1,233.96	Description should have read Insurance reimbursement for retiree health ins.
53106	Citavas Media,	Ad Accounting Clerk	\$354.05,	Ads for Accounting Clerks were run in two newspapers.
53113	Edwardsville Publishing		\$199.00	

The credit card summary was also reviewed by the committee. There was discussion on the policy for IHLS paying for staff meals.

OLD BUSINESS:

Status of Monthly Financial Report. Reports were not available. Rose Mary Barczewski stated that they would be available at the October meeting.

Status of Approval of IHLS 2013-2014 Budget. No word has been received from the Illinois State Library yet. Last year, we received word in November.

Preferred Local Edwardsville Bank(s). Rose Mary Barczewski gave the committee a summary of banks she has contacted. She recommended that the System move its accounts to the U.S. Bank in Edwardsville. Nina Wunderlich moved that the committee recommend to the Board that IHLS move IHLS funds to US Bank, and open an account for each fund. Libby Letterly seconded the motion. The motion passed by roll call vote. Yes: Mendelsohn, Letterly, Wunderlich, McDonnell. No: Roskovensky.

Report on Startup of New Financial Software. All accounting functions are now using the new software.

NEW BUSINESS:

Financial Data and Board Timing Issues. Susan Mendelsohn suggested that the committee meetings be held earlier in the month and that the cut off for reports and bill lists be changed to the last day of the month in order to help get Board packets out earlier.

Revising Signatories. Since there are new officers and new Finance Committee members, bank signatories should be changed. Libby Letterly moved that Susan Mendelsohn and Betsy Mahoney be

named as signatories from the Board, in addition to those staff members who are already signatories. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

Audit Status. Auditors will begin work on September 1. Rose Mary suggested that IHLS may have to ask for 30 day extension for submission of the annual report.

Finance Meeting Calendar. Meeting time was tentatively set for 4 pm on the 3rd Thursday of the month.

Impact of Other Committee Discussions/Decisions on IHLS Finances. Susan Mendelsohn stressed the importance of keeping the Finance Committee informed on possible decisions by other IHLS Board Committees that would have an impact on the budget.

COMMENTS FROM ROSE MARY BARCZEWSKI: Rose Mary reported that her department has completed an internal audit for the OCLC funds to ensure that our records are accurate.

6:21Comments from Leslie Bednar.

None.

Questions/Concerns from Committee.

None.

Public Comments:

None.

Adjourn.

The meeting adjourned at 4:55 p.m.