

# ILLINOIS HEARTLAND LIBRARY SYSTEM

## FINANCE COMMITTEE MEETING

Wednesday, September 15, 2015 at 4:00 p.m.

### MINUTES

#### **Members:**

Lynda Clemmons  
Alayna Davies Smith – late  
Rachel Fuller  
Tina Hubert – absent  
Sandra West – Chair

#### **Other:**

Adrienne Elam  
Kimberly Townsend  
Leslie Bednar  
Rhonda Johnisee  
Colleen Dettenmeier  
Shirley Paden

**Roll Call** – Sandy West called the meeting to order at 4:00 pm.

#### **Approval of August Draft Minutes:**

Rachel Fuller motioned to approve the August 2015 minutes. Motion was seconded by Lynda Clemmons. There was no discussion. Motion carried by unanimous roll call vote

#### **Public Comment**

None

#### **Unfinished business:**

- FY2014-15 Audit Field work status update
  - Auditors are on site – should be done by next week
  - Very agreeable
  - Went to our previous auditors requested information
  - Agreed with what we are doing right now
  - Received a bill for providing information from previous auditors for \$650.00 – will pay and finish the process
  - Things are going well

- Filed an extension FY15 Audit report. The Annual report will still be submitted on time minus the audit portion with the state through October 31<sup>st</sup>. The Auditors will meet with the Finance Committee and then with the board.

#### **New Business:**

- Confirm monthly meeting date/time:
  - Agreed on Monday 4pm a good time 3<sup>rd</sup> week of the month. Agreed to new date and time by unanimous roll call vote.
- August Bill Payments:
  - Adrienne explained the bills and notes for each item.
  - Motion Lynda Clemmons motioned to accept the bills. Motion was seconded. Motion passed unanimously by roll call vote.
- August Credit Payments:
  - No Questions
  - Lynda Clemmons motioned to approve the August credit payments. Rachel Fuller seconded. Motion passed by roll call vote.
- Statement of Revenue and Expenses:
  - Adrienne explained how the report reads. She covered the report sheet by sheet. She will provide a highlights page for the board meeting, and to the Finance committee in advance.
  - Alayna Davies Smith motioned to approve the Revenue and Expense report. Lynda Clemmons seconded the motion. Motion was passed unanimously by roll call vote.
- Statement of Revenue and Expenses:
  - Adrienne explained how the report reads. She covered the report sheet by sheet. She will provide a highlights page for the board meeting, and also to the Finance committee.
- Questions/Concerns from committee:
  - None

#### **Public Comments**

- No public comment.

#### **Adjourn:**

- Motion was made by Alayna Davies Smith to adjourn the meeting, and seconded by Lynda Clemmons. . Motion was carried by unanimous roll call vote. Meeting adjourned @ 4:27 pm.