



Illinois Heartland Library System

ILLINOIS HEARTLAND LIBRARY SYSTEM FINANCE COMMITTEE MEETING MINUTES

Tuesday, March 15, 2016

Office location: 6725 Goshen Road, Edwardsville, IL 62025-7707

Members:

Lynda Clemmons
Rachel Fuller
Tina Hubert
Sandra West, Chairwoman

Call to Order at 3:07 pm.

Roll Call

Members present: Sandra West, Lynda Clemmons, Tina Hubert
Absent: Rachel Fuller
Others present: Adrienne Elam, Rhonda Johnisee, Shirley Paden, Colleen Dettenmeier

Approval of Minutes

– February 16, 2016 - Motion approved with a minor change under 6 “Next Step” from Tina to Sandy. Motion to approve by Tina Hubert and seconded by Lynda Clemmons. Motion PASSED.

Unfinished Business

Review of Bylaws Revision – Reviewed as an information item only. Will be presented to the Board for approval.

New Business

-February 2016 Bills Payments - Motion to approve by Tina Hubert and seconded by Lynda Clemmons. Motion PASSED.

-February 2016 Credit Card Transactions - Sandy questions Aatrix software, explanation given. Motion to approve by Lynda Clemmons and seconded by Tina Hubert. Motion PASSED.

-Financial Reports as of February 29, 2016 – 100% of FY2015-2016 funding for TMQ and OCLC was received. IMSA and the remaining 60% of CMC funds has not been received. Motion to approve by Lynda Clemmons and seconded by Tina Hubert. Motion PASSED

-FY2015-2016 Revised SAPC Application – Budget and Narrative – Reviewed as an information item only. Adrienne shared the minor changes to have consistent wording throughout. No statement regarding Capital funding will be included since that did not change.

New Business Continued

-FY2015-2016 Audit - Reviewed as an information item only. Same auditors kept, scheduled for information in June and auditing on site July 25. Sandy, as chair, is to provide notification of this to the board at the next meeting.

-FY2016-2017 Liability and Benefit Insurances - Reviewed as an information item only. Seeking bids for cost savings. More information to be provided in the future.

-Review IHLS Policies (Financial Policy and Financial Procedure and Procurement Policy) – Reviewed as an information item only. Find wording to be broad enough to use near the top of the financial documents. Adrienne is to look into this and Sandy is to email the final version. If necessary make all 3 documents the same. This will be revisited in April.

Next Steps – System Area and Per Capita grant changes must be in by March 31, the next step may be projection for the FY2017. We are awaiting more information and strategies from ISL, Leslie, and SHARE. A proposed May meeting, bringing both IHLS Finance Committee and SHARE Finance Committee together for discussion of the FY2016-2017 budget.

7. Next Meeting – Scheduled Tuesday April 19th at 3:00pm

8. Public Comment – none

9. Announcements – none

10. Adjournment – Motion to adjourn by Lynda Clemmons at 3:45 pm, seconded by Tina Hubert. Roll call vote – Motion PASSED