



Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: January 13, 2025

Time: 4:00 p.m.

Call to Order

Sarah Hill called the meeting to order at 3:59 p.m.

Roll Call

Committee Members Present: Ann Chandler, Sarah Hill, Ryan Johnson, Kristi Lear, and Michael Treece

Other Attendees & Guests: Leslie Bednar, Karen Bounds, Rhonda Johnisee, Shirley Paden, and Traci Wadsworth

Public Comment

None

Approval of Minutes ([Attachment 4.1](#))

A board member requested that the wording of the last sentence be amended under New Business, Acceptance of October 2024 Bills. The sentence will be amended to "There was further discussion regarding current legal rates and the ARSL casino hotel choice."

Ann Chandler motioned, and Ryan Johnson seconded to accept the amended November 11, 2024, minutes. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Acceptance of November 2024 Bills ([Attachment 6.1](#))

The Executive Director answered questions through email before the meeting that were asked by a committee member regarding IHL S paying for a board member to attend a conference, the issuance of credit cards to staff, and charging expenses to credit cards. Board members are offered chances to attend conferences if funding is available. Employees who travel are often issued credit cards if they meet the criteria for the responsibility. Some credit card charges are recurring expenses that are more suited to credit card use.

A board member opposed the Ford Harrison invoice totaling \$3,118.50 due to the hourly rate of \$495.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Ryan Johnson motioned, and Kristi Lear seconded to move the November 2024 bills to the full board for review. The motion was carried by a roll call vote. Ann Chandler – no, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, and Michael Treece - yes.

Acceptance of December 2024 Bills ([Attachment 6.2](#))

The Executive Director answered questions through email before the meeting that were asked by a committee member regarding IHLS paying for thirty-two LinkedIn Learning accounts and the ending date for the contractor working on the Aspen implementation. The LinkedIn Learning accounts offer quality professional development to staff, and the Aspen implementation contractor should be finished in FY2025.

A board member opposed the Ford Harrison invoice totaling \$4,275.00 due to the hourly rate of \$495.

Ryan Johnson motioned, and Kristi Lear seconded to move the November 2024 bills to the full board for review. The motion was carried by a roll call vote. Ann Chandler – no, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, and Michael Treece - yes.

Review of December 31, 2024, Financial Reports ([Attachment 6.3](#))

The Finance Director presented the financial reports.

No Discussion.

FY2025 General Fund Budget Amendment ([Attachment 6.4](#))

The Finance Director reviewed the proposed changes to the FY2025 General Fund budget that represent a savings of \$26,000. A board member asked further questions regarding rules for the determination of independent contractors. The Finance Director indicated that the amount of actual temporary help needed would be determined as the barcoding project progressed.

Michael Treece motioned, and Kristi Lear seconded to move the FY2025 General Fund budget amendment to the full board for review. Motion carried unanimously by roll call vote.

Pay Grade Assignments

The Finance and Executive Directors answered questions regarding the scale used to place staff on the pay grade, such as who was involved in creating it, why it was needed, and how it is used with staff who achieve certification and degrees. Initially, an equity scale from 2012 was used as a placement scale until IHLS contracted with HR Source in 2021 for a revised and updated version that is unbiased and based on market rates. IHLS Leadership considers aspects like job requirements, certificates, degrees, length of service, and other standardized factors when determining salary schedule placement for employees. If a staff member achieves an agreed-upon certification or degree, upward movement on the scale may be warranted, as determined by IHLS Leadership. A personnel question about staff holding bachelor's and master's degrees could not be answered immediately.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 4:42 p.m.