

Illinois Heartland Library System Finance Committee Meeting March 21, 2014

CALL TO ORDER:

Jacob Roskovensky called the meeting to order at 3:30 p.m.

Committee Members Present: Susan Mendelsohn, Chair

Nancy Huntley Linda McDonnell Jacob Roskovensky Nina Wunderlich

Committee Members Absent: Libby Letterly

Others Present: Leslie Bednar

Sarafae Stuehlmeyer

Peggy Durst

MINUTES:

Jacob Roskovensky moved that the Committee approve the minutes of the February meeting. Nina Wunderlich seconded the motion. The motion passed unanimously by voice vote.

PUBLIC COMMENT:

None.

REVIEW OF PAID BILLS AND CREDIT CARD SUMMARY:

Nina Wunderlich moved that agenda item #4 be moved to replace #7. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

[Nancy Huntley joined the meeting at 3:35 p.m.]

UNFINISHED BUSINESS:

Status of Update to Personnel Travel Policy

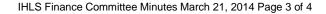
Linda McDonnell reported that the Personnel Committee did not meet in March.

Cost of Health Insurance

Health insurance quotes will not be available until sometime in April. A 12 % increase will be included in the draft budget.

Change in FY2015 System Area & Per Capita Timeline (deadline May 1st)

The Illinois State Library has moved the deadline for submission of the System Area & Per Capita Grant application ahead one month. The application is due May 1. A first reading draft of the FY15 budget will be presented to the Board at the meeting on March 25. A special Board meeting will be scheduled





around April 9 for in-depth review of the budget and plan of service. Second reading and approval of the budget and plan of service for FY15 will take place at the regular April Board meeting.

Bank Accounts

A list of all IHLS bank account was distributed. We will share the same information regarding bank accounts at the board meeting. We will collapse appropriate accounts into a general and a money market account to improve effectiveness and efficiency and rely on the financial database to track the fund accounting details.

Investment Considerations

An investment opportunity through US Bank will be presented at the Board meeting.

Results of CJ Schlosser Audit/Costs

The work is not yet completed and no invoices have been received.

Replacement CFO/Dismissal Negotiations and Legal Costs

Forty applications have been received. Application closes March 31.

Time of Receipt of State Funds/New Grant Awards

Illinois State Library has advised IHLS to plan on the same funding as this year.

IHLS has an opportunity to be eligible to apply for foundation grants through the Fund for Illinois libraries. This can be done through an ILA membership or by creating a Friends group. ILA has been asked to provide a reduced membership rate.

REVIEW OF FEBRUARY 2014 FINANCIAL STATEMENTS

The financial statements were not available.

[Nancy Huntley left the meeting at 4:54 p.m.]

REVIEW OF PAID BILLS AND CREDIT CARD SUMMARY FOR FEBRUARY 2014

| Check # | Payee | Description | Amount | |
|--------------------------|--------------------------|------------------------------|--------------------------|--|
| 303668 866 & 22714 | IRS & IL Dept Revenue | Payroll taxes | \$24,266.96, 4,481.95 | List should be corrected to reflect 2/28/14 payroll rather than 2/14/14 payroll. |
| 10362 | Parker Kent | Rent & Utilities | \$5,501.90 | Does this amount reflect deductions for repairs? Staff will verify. |
| 10308 | Zeller Corporation | Maint-Electrical Work, DQ | \$3,216.19 | Will this be deducted from rent? Staff will verify. |
| 10379 | Wex Bank | Fuel | \$13,283.47 | Wex Bank is the recipient of payments to Wright Express, gasoline vendor. |
| 1028 | Xerox | Copier Rental and Copies | \$147.66 | Copier leased by IMSA. |



IHLS Finance Committee Minutes March 21, 2014 Page 4 of 4

| 10058 | Recorded Books | Zino Magazine Subscriptions | \$317.55 | Reimbursed by member libraries |
|-------|---------------------------------------|--------------------------------|----------|---|
| 1022 | ABS | Software Support | \$693.00 | Provides Local support for OCLC Billing Software |
| 10324 | Automation Facilitators | Open Systems Support | \$675.00 | Service for June-December |
| 10341 | Edwardsville Plumbing & Heating | Restroom Repairs | \$571.79 | Repair two toilets in Edwardsville office |
| 1034 | Kavanagh, Scully, Sudow & White | Legal | \$262.50 | Response to IMSA FOIA request. |

Blue Tooth headsets were purchased by credit card from Amazon for IHLS vehicles to allow staff to comply with Illinois law.

Nina Wunderlich moved that the committee recommend the bills for approval. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote

[Jacob Roskovensky left the meeting at 5:20 p.m.]

Comments from Leslie Bednar.

None.

Questions/Concerns from Committee.

None.

Public Comments:

None.

Adjourn.

The meeting adjourned at 5:39 p.m.