



Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: July 19, 2016

Time: 10:00 am

Members:

Rachel Fuller

Tina Hubert

Sandra West, Chairwoman

1. Call to Order – 10:04 am

2. Roll Call

Members present: Sandra West, Rachel Fuller, Tina Hubert

Others present: Adrienne Elam, Rhonda Johnisee, Colleen Dettenmeier, Shirley Paden, Leslie Bednar

3. Approval of Minutes – June 21, 2016 - Motion to approve by Rachel Fuller, seconded by Sandra West, Motion PASSED by unanimous roll call vote.

4. Unfinished Business – NONE

5. New Business –

- June 2016 Bill Payments - Motion to accept by Rachel Fuller, seconded by Sandra West. Motion carried by unanimous roll call vote.
- June 2016 Credit Card Transactions – Motion to accept by Tina Hubert, seconded by Rachel Fuller. Motion carried by unanimous roll call vote. - Sandy questioned a credit card charge for RDA Tool Kit Subscriptions and if there will be any additional charges. Colleen stated that this is the only charge we had in FY2016. Adrienne Elam checked and the subscription is available to all catalogers in IHLS.
- Financial Reports as of June 30 2016 - Motion to accept by Tina Hubert, seconded by Rachel Fuller. Motion carried by unanimous roll call vote. - Adrienne Elam is happy and thrilled about the final FY2016 payments for SAPC and IMSA that were received. FY2016 requested Grant reports that needed to be submitted by July 15th were turned in. The additional funding for OCLC \$10,300.00 was also received. The Financial Report numbers are as of June 30, 2016, pre-audit and are strictly cash basis.

- FY2015-2016 Audit – For information only – Auditors, Sheffel and Boyle, will be on site next week. Last year it took them about 4 ½ days and we are hoping that it will be less this year.
 - FY2016-2017 Insurance Benefits – For information only– All quotes are not in. This is tabled until next meeting. For the liability insurance we went with a new company, and it was effective July 1st.
 - Financial Procedures – For information only – A document from last year was used to make the changes. Adrienne will email these to everyone for review. These changes will wait for vote at the August Finance meeting and should be presented at August Board meeting. This is not needed for the audit. Acceptance and feedback is to be emailed to Adrienne.
- 6. Next Steps** – Discuss the FY2017 procedure for financing IHLS Operations. We need feedback from Greg McCormick. Tina is on the Illinois Information Public Policy committee and the last information she had is that they are forecasting keeping everything at the same level for FY2017 as what was previously approved or FY2016 SAPC. This is not official. When we hear something we will discuss it then. For now this is forwarded to the next meeting.
- 7. Next Meeting** – August 16th, 2016 at 10:00 am. We may need to change the date and/or time, if new members can't make it or if Rachel has a conflict with the time due to attending a two day conference.
- 8. Public Comment** - NONE
- 9. Announcements** - Board meeting is next Tuesday and Sarah Isaac will not be there.
- 10. Adjournment** at 10:24 am - Motion to approve by Tina Hubert, seconded by Rachel Fuller. Motion PASSED.