



Report from the Executive Committee  
10/23/2014

The Executive Committee came together (note careful wording) on October 22, 2014, but did not hold a formal meeting. As the time for meeting came and went, we lacked a quorum, and so were not able to approve minutes or take up any action items. Instead, we agreed to meet informally, to hear administrative reports, and to offer feedback or council as solicited.

All of what we heard you will hear at our meeting on Oct. 28<sup>th</sup>, so I won't bother to run through everything here. Perhaps the most serious information we heard involved the struggle of the IHLS accounting staff to overcome two obstacles, neither of their making. As the team prepared reports for the Annual Report to the State Library, they discovered a fretful absence of paperwork to back up deposits and expenses made during the tenure of our previous CFO. The staff was compelled to sift through stacks and stacks of paper to find relevant documentation, and in some cases were compelled to create said documentation when none could be found. Secondly, in compiling the report, numbers from past years related to grant allocations refused to add up, and ultimately the team found that our auditors had not been following appropriate procedures in accounting for grant expenditures in regards to unexpended funds that have to be sent back to the State Library at the end of each fiscal year. Reluctance on the part of the auditors to admit error further frustrated the accounting team. The State Library has been gracious in affording us delays to compile at last an accurate record of the past three years, and a financial expert from the State Library has volunteered to meet with the auditors to straighten them out.

The biggest change you will notice from the Exec's work so far this year is the Consent Agenda on our Meeting Agenda. Any Board member may request an item be removed from the consent agenda at the beginning of the meeting, and in such a case that item will be addressed immediately following the acceptance of the Consent Agenda. This is a means to cover routine reports and actions items in a more efficient manner so that we can spend time at our meetings discussing more thoroughly non-routine actions items before we are all exhausted. The Agenda will grow we hope to contain written committee reports or draft minutes as well as monthly financial statements and other routine items.

Respectfully submitted,

Jim Matthews on behalf of the Executive Committee