



# Illinois Heartland Library System

## FINANCE COMMITTEE MEETING MINUTES

Date: Tuesday, May 17, 2016

Time: 3:00 pm

### Members:

Lynda Clemmons

Rachel Fuller

Tina Hubert

Sandra West, Chairwoman

### 1. **Call to Order** - 3:05 p.m.

### 2. **Roll Call**

*Members present:* Sandra West, Lynda Clemmons, Rachel Fuller, Tina Hubert

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

### 3. **Approval of Minutes**

Motion to approve the April 19, 2016 minutes by Lynda Clemmons and seconded by Rachel Fuller. Approved minutes with correction under New Business section 5 - moving forward we will use accepts (not approved) and motion carried (not motion passed) for Bill Payments, Credit Card Transactions, and the Financial Reports. Motion carried by unanimous roll call vote.

### 4. **Unfinished Business** – None

### 5. **New Business** –

- April 2016 Bill Payments – Motion to accept by Tina Hubert and seconded by Lynda Clemmons. Motion carried by unanimous roll call vote.
- April 2016 Credit Card Transactions - Motion to accept by Lynda Clemmons and seconded by Tina Hubert. Motion carried by unanimous roll call vote.
- Financial Reports as of April 20, 2016 – Adrienne mentioned that the general funding Area & Per Capita LSTA payment was received in early May. No IMSA money has been received. Motion to accept by Lynda Clemmons and seconded by Tina Hubert. Motion carried by unanimous roll call vote.

- FY2016-2017 Budget – reviewed as an information only. An update was provided by Adrienne based on a memorandum received from ISL to base the FY17 Area and Per Capita Application on the revised FY16 application. Adrienne hopes to get a draft done soon, she will email the committee members prior to the next Board meeting. Adrienne may present 2 scenarios, one with minimal service levels to members and the other which will allow for higher service levels to member libraries and the ability to maximize growth potential. The submission date for the FY17 application has been extended from June 1<sup>st</sup> to June 30<sup>th</sup>, due to RAILS' extension request. Rachel asked if the services already stopped would be the same for FY17. Adrienne commented that no services have been stopped. The state wants it identical but in order to grow IHLS employees will need to attend conferences for maximizing IHLS' exposure. All outcomes are dependent on the funding level.

**6. Next Steps –**

- a. Next Meeting** – Will meet either Friday June 17<sup>th</sup> or Tuesday June 21<sup>st</sup> at 10:00 a.m. Adrienne will let the committee know by the 1<sup>st</sup> week of June.
- b.** Procurement document questioned and should be reviewed before the auditors get here.

**7. Public Comment - NONE**

**8. Announcements -** We have IHLS annual meeting coming up on June 28 at the Edwardsville office, there has been no official announcement or invite.

**9. Adjournment** – 3:23 p. m. Motion to approve by Lynda Clemmons, seconded by Rachel Fuller. Motion passed by unanimous roll call vote.