

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes
Tuesday, February 7, 2017 at 7:00 p.m.

Present: Naveed Bandukwala, Treasurer; Kathleen Wilson, President; Margaret Berg, Vice President; Ross Sprovieri, Trustee; Karen Kleckner Keefe, Executive Director; Lisa Knasiak, Patron Services Manager/Assistant Director; Nancy Marvan, Office Manager

The meeting was called to order at 7:02 p.m.

Minutes

On a motion by Margaret Berg and seconded by Kathleen Wilson, the minutes of the November 21, 2016 meeting of the Finance Committee were unanimously approved.

Salary Schedule Adjustment

Executive Director Keefe provided a revised salary schedule and reviewed the recommended changes. Most ranges reflect a 1% to 1½% increase. The cost of a “market adjustment” increase to staff in some of the current ranges was discussed. It was noted that our new custodian is an employee and not a contractor.

On a motion by Naveed Bandukwala seconded by Margaret Berg, the Committee unanimously agreed to recommend that the Board approve the 17/18 Salary Schedule to go into effect May 1, 2017.

Budget Review

Executive Director Keefe reviewed the proposed 17/18 budget with the Committee. They discussed any significant changes from last budget. Keefe advised the committee of a budgeted increase to hire an additional Adult Services Assistant and a summer Marketing Intern. A large marketing initiative is also budgeted.

The Finance Committee will review again in March and then discuss with the full Board. The Board will vote to approve the 17/18 Budget in April.

Executive Director Review Process

Naveed Bandukwala recommended that the committee use the same form and procedure as they have the past several years. Executive Director Keefe will forward updated contact information for her direct reports. The form will be sent out mid- February. The Finance Committee will meet to review the feedback in March.

Other Business

None

Adjournment

There being no other business before the committee, on a motion by Naveed Bandukwala and seconded by Margaret Berg, the committee unanimously agreed to adjourn at 7:58 p.m.

Approved: March 14, 2017