

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes
Monday, October 17, 2016 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 7:10 p.m.

Minutes

On a Motion by Naveed Bandukwala and seconded by Kathleen Wilson the minutes of the June 21, 2016 meeting of the Finance Committee were unanimously approved. It was noted that the minutes of the June Board meeting would have to be amended to reflect that the Board voted to transfer a different amount of money than the Committee had initially recommended. The minutes read that the Committee voted on this change. This change was due to receiving an updated treasurer's report from the Village. The transfer to the Capital Reserve Fund was changed from \$550,000 to \$475,000. This would be in line with keeping the Library's operating reserves at 45% of the budget.

Tax Levy Recommendation

Executive Director Keefe provided the Committee with a preliminary draft of the FY 17/18 budget. There were no significant changes. It included expenses for new marketing software, a book bike, a building-wide power filter and a capital plan consultant. The Facilities Committee will meet to discuss these proposed projects. The Committee discussed the operating and capital reserve fund balances. Treasurer Bandukwala will have more details on the impact of different levy options after receiving updated information from the Village.

FLSA Update

Executive Director Keefe updated the Committee on the change in the FLSA law. The salary threshold for exempt employees was increased and will be increased every 3 years. They discussed various options including salary increases for 2 librarians and reclassification of all librarians. It was decided to include this on the agenda at the next Board meeting.

Other Business

None

Adjournment

There being no other business before the committee, on a motion by Margaret Berg and seconded by Ross Sprovieri, the committee unanimously agreed to adjourn at 8:45 p.m.

Approved: November 21, 2016