

# HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes  
Monday, February 8, 2016 at 7:00 p.m.

Present: Naveed Bandukwala, Treasurer; Kathleen Wilson, President; Margaret Berg, Vice President; Karen Kleckner Keefe, Executive Director  
Absent: Ross Sprovieri

The meeting was called to order at 7:07 p.m.

## **Minutes**

Kathleen Wilson asked that the phrase “budgeting for expenses” be added to the summary of the Tax Levy Recommendation discussion.

On a Motion by Naveed Bandukwala and seconded by Kathleen Wilson, the minutes of the October 20, 2015 meeting of the Finance Committee were unanimously approved as amended.

## **Budget Review**

Naveed Bandukwala explained the timeline for reviewing the budget and recommending it for approval to the full Board.

Executive Director Keefe reviewed the proposed capital and operating budgets with the committee and will follow up on the following items:

- Look at the monthly book sale revenue and adjust projected revenue accordingly.
- Confirm the projected expense of the FY 17/18 installment for new accounting software being procured by the Village.
- Ask auditor how the Library could recognize the restricted funds in the operating reserve that will be used for an art acquisition as revenue.

The committee recommended that the annual capital transfer match the amount budgeted for capital expenses.

The committee thanked Executive Director Keefe and all the staff that contributed to putting together the budget.

## **Salary Schedule**

Executive Director Keefe reviewed the recommended salary schedule for FY16/17. She explained that the minimum in each range reflects what would typically be offered to a candidate who had the minimum qualifications for a position. Applicants with more experience are often hired in at a rate commensurate with that experience. Keefe noted that the percentage increase for Grade 7 was higher than the other ranges due to proposed Department of Labor changes to the requirements for exempt status.

The only range that will require an immediate compensation adjustment will be the Library pages in Grade 1. Staff in all other ranges currently exceed the new minimum.

On a motion by Naveed Bandukwala seconded by Margaret Berg, the committee unanimously agreed to recommend that the Board approve the 16/17 Salary Schedule to go into effect May 1, 2016.

#### **Executive Director Review Process**

Naveed Bandukwala recommended that the committee use the same form and procedure as they have in the past several years. Kathleen Wilson and Margaret Berg agreed that this helped with evaluation and benchmarking. The form will be sent out in February and the Finance Committee will meet to review the feedback in March.

Executive Director Keefe will send Naveed Bandukwala an updated list of salaries of area Library Directors.

The committee scheduled its next meeting for March 10.

#### **Adjournment**

There being no other business before the committee, on a motion by Kathleen Wilson and seconded by Margaret Berg, the committee unanimously agreed to adjourn at 8:12 p.m.

Approved: March 7, 2016