

# HINSDALE PUBLIC LIBRARY

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

Present: Julie Liesse, President; Amy Glynn, Treasurer; Margaret Berg, Trustee; Kristin McDaniel, Trustee; Karen Kleckner Keefe, Executive Director; Lisa Knasiak, Patron Services Manager/Assistant Director; Nancy Marvan, Office Manager

The meeting was called to order at 7:05 p.m.

## **Minutes**

On a motion by Margaret Berg and seconded by Julie Liesse, the minutes of the October 19, 2017 meeting of the Finance Committee were unanimously approved.

## **Tax Levy Recommendation**

Executive Director Keefe provided the Committee with an updated review of the tax levy. They also reviewed the preliminary draft of the FY 18/19 budget. They discussed that increasing the levy amount would be keeping up with inflation. Even levying of \$2,968,637, there would still be a small budget deficit based on the preliminary operating budget. Levying for this amount is projected to leave the Library with an operating reserve of 35% of its annual budget at the end of FY19.

Trustee Berg recommended that future discussions use dollar amounts rather than phrases like “maximum” or “zero levy” to reflect the money needed to meet the Library’s needs. Trustee McDaniel agreed that this language was much more consumer-friendly.

On a motion by Amy Glynn and seconded by Kristin McDaniel and a roll call vote, the Committee unanimously voted to recommend a levy amount of \$2,968,637.00 to the Board.

## **Personnel Policy Recommendation**

The Committee completed reviewing the current Personnel Policy starting from section 500. Executive Director Keefe proposed giving three sick days per year to part-time employees working less than 20 hours per week. She also proposed a Paid Family Leave. This would give employees five days of paid leave per year for the birth or placement of a child or to care for a seriously ill family member. The Committee requested that Keefe determine the monetary impact this could have on the salary budget line. The Policy Committee will be reviewing this policy next.

## **Other Business**

The Committee was reminded that the Facilities and Art Committees will be meeting next week.

## **Adjournment**

There being no other business before the committee, on a motion by Amy Glynn and seconded by Margaret Berg, the committee unanimously agreed to adjourn at 8:25 p.m.

Approved: