HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes
Thursday, February 13, 2020, 7:00 p.m.

Present: Julie Liesse, President; Amy Glynn, Treasurer; Kristin McDaniel, Secretary; Emily Zeng, Trustee (via phone); Karen Kleckner Keefe, Executive Director; Lisa Knasiak, Patron Services Manager/Assistant Director; Nancy Marvan, Office Manager

The meeting was called to order at 7:04 p.m.

Minutes
On a motion by Julie Liesse and seconded by Kristin McDaniel, the minutes of the October 8, 2019 meeting of the Finance Committee were unanimously approved.

Capital Transfer Recommendation
Glynn reviewed the capital transfer with the Committee. This has been discussed at previous meetings when reviewing the new budget. Due to the changing of the fiscal year, the Library will receive tax money later into the fiscal year. For this reason, the Committee recommends transferring $145,000.00 to the capital fund. This is the amount budgeted for FY2019.

On a motion by Julie Liesse and seconded by Emily Zeng and a roll call vote, the committee unanimously voted to recommend a $145,000.00 transfer to the capital reserve fund to the full Board.

Executive Director Review Process
Glynn reviewed the process with the Committee. It will stay the same this year. She will send out the Executive Director Performance Review survey to the Board and department managers. Keefe will also provide a summary of the year's highlights as well as a recap of the course she enrolled in at Benedictine University. The Committee will meet again on March 9, 2020 to review the results.

Investment Policy Review
The Committee reviewed the Investment Policy. They verified that the State requirements were included and simplified some of the language. This will now go to the Policy Committee for review before being approved by the full Board.

Other Business
None.

Adjournment
There being no other business before the committee, on a motion by Julie Liesse and seconded by Kristin McDaniel, the committee unanimously agreed to adjourn at 7:36 p.m.

Approved: