

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes
Tuesday, February 16, 2021, 6:30 p.m.

<https://us02web.zoom.us/j/89794125161?pwd=cXM2b04xRzZSaGswUHBCaHJTcGh2Zz09>

The meeting was called to order at 6:30 p.m. As allowed by the Governor's Disaster Declaration, it has been determined that it is imprudent to convene an in-person committee meeting at this time. This virtual meeting is open to all and is being recorded. The meeting was attended remotely by all due to the COVID-19 pandemic.

Present: Julie Liesse, President; Amy Glynn, Treasurer; Emily Zeng, Trustee; Karen Kleckner Keefe, Executive Director; (ON-SITE) Nancy Marvan, Office Manager
Absent: Kristin McDaniel, Secretary

Minutes

On a motion by Emily Zeng and seconded by Julie Liesse, the minutes of the January 19, 2021 meeting of the Finance Committee were unanimously approved.

Capital Transfer Recommendation

Glynn provided an overview of the capital transfer process. The Committee discussed the impact of different funding levels of the operating reserve as a percentage of the Library's operating budget. They also discussed upcoming capital projects which factor into the amount they recommend to transfer. The Committee recommends transferring \$550,000.00 to the capital fund for FY2020.

On a motion by Julie Liesse and seconded by Emily Zeng and a roll call vote, the committee unanimously voted to recommend a \$550,000.00 transfer to the capital reserve fund to the full Board.

Executive Director Review Process

Glynn reviewed the process with the Committee. The survey was compared to others from other libraries. It was decided to keep the questions the same with the exception of adding in questions relative to the pandemic. Glynn will send out the Executive Director Performance Review survey to the Board and department managers. The survey will close on February 26th. The Finance Committee will meet to review the results and a closed session Board meeting will be scheduled in April to vote on the Director's compensation.

Other Business

None.

Adjournment

There being no other business before the committee, on a motion by Julie Liesse and seconded by Emily Zeng, the committee unanimously agreed to adjourn at 6:56 p.m.

Approved: September 30, 2021