

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes

Tuesday, January 25, 2022, 6:30 p.m.

ONLINE: <https://us02web.zoom.us/j/84712015528>

Present: John Bloomfield, Treasurer; Emily Zeng, Vice-President; Denise Wong, Secretary; Karen Kleckner Keefe, Executive Director; (ON-SITE) Nancy Marvan, Office Manager

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.

Approve Minutes

On a motion by Denise Wong and seconded by Emily Zeng, the minutes of the October 14, 2021 meeting of the Finance Committee were unanimously approved.

Revised Operating Budget

Keefe and Bloomfield advised the Committee of a proposed change to the budget. They discussed including the Per Capita grant monies in the revenue budget. It had not been included previously because of delays in receipt. The grant has been awarded consistently the last few years, so including it now seems appropriate. It is approximately \$20,000 annually. The computer support line and the capital transfer will be increased by \$5,000 each. The digital materials line will be increased by \$10,000.

ON A MOTION BY EMILY ZENG AND SECONDED BY DENISE WONG AND A ROLL CALL VOTE, THE COMMITTEE UNANIMOUSLY APPROVED BRINGING THE REVISED FY2022 BUDGET TO THE BOARD FOR APPROVAL.

Appropriation Budget

Keefe and Bloomfield reviewed the appropriation budget process with the Committee. This is done each year and allows the Library to spend the money levied for. Our appropriation is included with the Village of Hinsdale and governs the current fiscal year. Bloomfield explained revising the appropriation budget to include monies for Donations and Friends Pledges would allow the Library to spend the money if it is received. It was suggested to change the names of these to budget lines to Donations & Friends Pledge Expenditures instead of Expenses. The amount of the revised appropriation includes our working budget and a contingency which totals \$3,530,936.00.

ON A MOTION BY JOHN BLOOMFIELD AND SECONDED BY EMILY ZENG, BRINGING THE AMENDED APPROPRIATION BUDGET TO THE BOARD FOR APPROVAL WAS UNANIMOUSLY APPROVED.

Upcoming Committee Work

A. Executive Director Review

Keefe reviewed the process with the Committee. There are separate surveys for Keefe's direct reports and members of the Board. She will provide Bloomfield with the surveys as well as email address for staff.

B. Purchasing and Authority to Spend Policy

This policy is the next to be reviewed. Keefe has been surveying libraries for different spending cap amounts.

Adjournment

There being no other business before the committee, on a motion by Denise Wong and seconded by Emily Zeng, the committee unanimously agreed to adjourn at 6:53 p.m.

Approved: 2/22/22