

HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes
Thursday, April 21, 2022, 2:00 pm
Lower-Level Community Meeting Room

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

The meeting was called to order at 2:00 p.m.

Approve Minutes

On a motion by Dick Munson and seconded by Denise Wong, the minutes of the February 22, 2022 meeting of the Finance Committee were unanimously approved.

Presentation of the Treasurers Report

Keefe reviewed the revised report she has been working on. The Committee discussed revising it to reflect with even more clarity, by forecasting the revenue lines that are dependent on actual receipt of monies. Keefe will follow up.

Purchasing and Authority to Spend Policy

Keefe reviewed the red-lined copy of the policy with the Committee. The limit for going out for bid on projects was increased to \$25,000.00. It was agreed to utilize local vendors whenever possible. The Director's authority to spend without prior approval of the Board was increased to \$5,000.00. They discussed having clear definitions of budgeted vs. unbudgeted expenses.

Staff Recognition Expenses was added at the end of the policy as an appendix. It was agreed this should be a separate policy. Keefe will break this out into Staff Recognition-Library Funded and Staff Recognition-Externally Funded. Various expenditures were discussed and decided what expenses would be an acceptable use of the funds from each of these accounts. It was clarified that no monies from either account will be spent on alcoholic beverages.

On a motion by Dick Munson and seconded by Denise Wong, the Finance Committee voted unanimously to recommend that the Board approve the Purchasing and Authority to Spend Policy, as amended.

Upcoming Committee Work

- A. Personnel Policy Review
None

Adjourn to Closed Session

ON A MOTION BY DICK MUNSON AND SECONDED BY DENISE WONG, THE COMMITTEE UNANIMOUSLY AGREED TO ADJOURN TO EXECUTIVE SESSION AT 3:10 P.M TO DISCUSS THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE AND COMPENSATION REVIEW.

Adjourn to Open Session

ON A MOTION BY EMILY ZENG AND SECONDED BY DENISE WONG, THE COMMITTEE UNANIMOUSLY AGREED TO MOVE BACK TO OPEN SESSION AT 3:52 P.M.

Executive Director Annual Performance Review

ON A MOTION BY DENISE WONG AND SECONDED BY EMILY ZENG, THE COMMITTEE UNANIMOUSLY AGREED TO PRESENT THE DISCUSSED AND RECOMMENDED EXECUTIVE DIRECTOR COMPENSATION PLAN TO THE FULL LIBRARY BOARD IN APRIL.

Adjournment

On a motion by Dick Munson and seconded by Emily Zeng, the committee unanimously agreed to adjourn at 3:53 pm.

Approved: 8.30.22