

# HINSDALE PUBLIC LIBRARY

Finance/Personnel Committee Minutes  
Tuesday, August 30, 2022, at 3:00 p.m.

Present: John Bloomfield, Treasurer; Emily Zeng, Vice-President; Denise Wong, Secretary; Dick Munson, Trustee

Also Present: Karen Kleckner Keefe, Executive Director; (on-line), Nancy Marvan, Office Manager

Bloomfield called the meeting to order at 3:00 p.m.

## **Approve Committee Minutes**

On a motion by Dick Munson and seconded by Denise Wong, the minutes of the April 21, 2022 meeting of the Finance Committee were unanimously approved.

## **Treasurer's Report Formatting Review**

Bloomfield reported this is something he is currently working on. It will be discussed at a later meeting.

## **2022 Revised Operating Budget**

Keefe advised the Committee of two options for reallocating some of the monies in the operating budget. We can do a revised appropriation which would require a resolution. We also have the option of approving paperwork transferring money between budget lines. This would not change the amount of the budget. If one budget line is being utilized faster than another, we could move the monies from one account to another. Our YS Summer reading program reached near pre-pandemic numbers incurring more expenses than anticipated. Rather than appearing as though we went overbudget, we could transfer funds from a budget line where expenses were less than anticipated. These transfers could only happen within the operating budget. They discussed the delay in payment of Cook County taxes. The Library has money in reserve to cover our operating expenses should we need it.

## **Draft 2023 Salary Schedule**

Keefe provided the Committee with a draft copy of the 2023 salary schedule. She provided comparison salaries from other libraries. She plans to engage with HR Source in 2023 to do a formal salary scale to assure we are remaining competitive. The changes that would be made in January are still part of the process of raising salaries so we are ready in 2025 when minimum wage will be increased to \$15.00.

## **Personnel Policy Review**

Keefe provided an overview on the process of reviewing the personnel policy. She provided a section for the Committee to review. After the Finance Committee completes, it will then go to the Policy Committee to review. It will then be reviewed by HR Source. The process will be completed in 2023.

**Purchasing and Authority to Spend Policy**

This was not discussed.

**Other Business**

None

**Adjournment**

There being no other business before the committee, on a motion by Dick Munson and seconded by Emily Zeng, the committee unanimously agreed to adjourn at 4:16 p.m.

Approved: October 11, 2022