



Finance/Facilities Committee Meeting

December 10, 2007

Minutes

Attending: President Susan Nedza-Lastres, Treasurer Robert Patterson, Executive Director Lynn Elam, Assistant Director Tiffany Auxier, IT Coordinator Jeff Lewandowski

The meeting was called to order by President Nedza-Lastres at 4:00pm.

FY09 Budget

Director Elam reported that preliminary work had begun to construct the FY09 budget. She reported meeting with Assistant Village Manager and Finance Officer Doug Cooper to review the library's current financial statements and to discuss anticipated budget increases.

5 Year Capital/Equipment Improvement Plan

Director Elam presented a draft 5 Year Capital/Improvement Plan to the trustees.

A technology package proposal is included in the Capital Plan. IT Coordinator Jeff Lewandowski presented the proposal to trustees. The technology proposal outlines four areas of technology upgrades: network, computing, bandwidth and software. Additionally the proposal includes specifications and pricing for the Hinsdale Public Library Foundation's information kiosk proposal.

Treasurer Patterson questioned which parts of the proposal had direct patron benefit. Lewandowski reported that increasing bandwidth, replacing computers and upgrading software had direct patron benefit by providing improved performance of hardware and software.

Vice President Shutack arrived to the meeting at 4:30pm

The committee reviewed the items of the Capital Plan and questioned the need to replace the Risograph machine. Treasurer Patterson expressed dissatisfaction that the library continued to print so many materials rather than post items to the library's web-site. Further, he remarked that the library had made little progress in collecting patron email addresses as another means of communication with patrons.

Trustees asked how often copiers were being used. Following discussion, trustees directed staff to explore a cost recovery model of charges so that the machines would be self-supportive.

Trustees discussed replacement of the HVAC system. Vice President Shutack reported it is the intent of the Facilities Committee to begin investigating replacement options at the conclusion of the renovation project. Treasurer Patterson asked if any funds would be available from the bond fund for HVAC replacement. Shutack reported current expense projections indicated a small amount of funds may be available, but not if the project was extended beyond the original contract completion date.

Window coverings for the lower and main level of the public areas, exterior painting and repair of retaining walls were identified as immediate priorities by staff and trustees. Director Elam was directed to move forward on these items. She will bring further information concerning these repairs to the Facilities Committee.

There being no further business before the joint committee, the meeting was adjourned at 5:00pm