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Finance/Personnel Committee Meeting  
Minutes  
Wednesday, July 22, 2009  
Storytime Room, Lower Level

The meeting was called to order by Chairman Joe LaManna at 10:05am

Attending: Chairman Joe LaManna, Trustee Jeff Finlay, Trustee Mary Foster, Executive Director Lynn Elam

Reserve Fund:

The committee reviewed Library attorney's recommendation to consolidate the Statutory Reserve and Special Reserve Funds as authorized by 75 ILCS 5/5-8. (Attached)

Trustee Finlay requested that the consolidated fund also be used for "unanticipated repairs". Executive Director Elam was requested to confirm with the attorney whether the fund could be used for such purpose.

Chairman LaManna expressed his preference for re-naming the fund using the word "capital". Elam was directed to determine what requirements were necessary for naming the consolidated fund.

Elam was further directed to speak to Village staff regarding the mechanisms required for consolidation and to draft a resolution creating the new fund for board of trustee approval.

Audit:

Trustee Finlay initiated a discussion concerning the auditors request for completing a statement concerning potential fraudulent uses of Library funds. Finlay expressed concern regarding signing a document when he did not have access to "final financial statements."

Operating Reserve Funds:

The committee discussed the appropriate level of operational reserve funds. Elam reported that area libraries had recently been discussing this issue. No statutory requirements exist which establish either a minimum or maximum amount. The committee discussed the possibility of paying down debt

on the bonds used to fund the Library's 2007-08 renovation project as well as the loan for the 2008-09 HVAC replacement project.

Chairman LaManna suggested drafting a policy to formalize a reserve threshold which would be reviewed annually. Elam was directed to bring this topic forward to the Policy Committee.

Executive Director Annual Review:

Chairman LaManna recommended moving the review forward to coincide with the fiscal year and to avoid the current situation where the director is reviewed by trustees who have been newly elected to their positions.

Elam was directed to complete a self-assessment form and submit it by July 30, along with the trustee evaluation form, to LaManna for distribution among the trustees.

LaManna will provide instruction to the trustees and request that all forms be returned to the committee for review.

Trustee Mary Foster left the meeting at 10:40am.

The Finance Committee will meet in closed session on August 20, 2009 at 10:00am to review the trustee comments on the director's performance.

There being no further business before the committee, the meeting was adjourned at 10:45am.