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Finance/Personnel Committee Meeting  
Minutes  
Monday, February 22, 2010, 9:00am  
Story Time Room Lower Level

The Finance Committee meeting was called to order at 9:10am

Attending: Treasurer and Chairman Joe LaManna, Vice President Jeff Finlay, Trustee Mary Foster, Executive Director Lynn Elam

**FY2010-2011 Operating Budget Review**

Executive Director Elam noted changes to the proposed budget which included removing the Annual Illinois Public Library Per Capita Grant award in the amount of \$21,000; increasing the temporary help line from \$2,000 to \$4,000 and showing a projected surplus of revenues over expenditures of \$54,145.

Elam explained that the Library had received notification from the Illinois State Library that while Per Capita Grants were being awarded, the Library would be allowed to expend funds through the next fiscal year. In essence, Elam said, the Library would not receive funds in the year for which they were budgeted and determined it was in the best interest of the Library not to budget the award. Chairman LaManna had been notified of this development prior to the meeting and agreed to remove the award from the proposed budget.

Chairman LaManna asked if the salary line reflected a bonus pool as discussed from the previous committee meeting. Elam confirmed a pool of \$25,000.

**Capital Plan**

The committee discussed the status of the Capital Improvements Plan. Vice President Finlay reported that the plan was due back to the Library in mid-March. LaManna expressed concerns about approving a budget without knowing what capital improvements and costs were being recommended by the Facilities Committee.

The committee discussed the impact on the Library's budget relative to the elevator upgrade project, replacement of a bookdrop and window replacement.

Elam was directed to inquire from the Library's Owner's Representative the current status of the Capital Improvement Plan and to request that it be completed on or about March 8 so that it could be reviewed prior to the March board meeting.

The committee also discussed President Delaney's request to consider replacing the vestibule flooring and purchasing a bench for people to sit on while waiting to be picked up from the Library.

### **Salary Survey**

As part of this year's performance goals, Elam presented an updated schedule of salaries based on data collected from area libraries and from libraries in communities similar to Hinsdale. The committee reviewed the numbers and asked if there were areas which needed immediate adjustment. Elam remarked that the Library's front line librarian salaries were \$2,000 below market. Following further review, Elam was directed to adjust the librarians' salary in the schedule and report on implications this would have on the overall budget for FY2011-2012.

### **Executive Director Review**

Chairman LaManna presented a schedule to the committee for the director's review. He will distribute an evaluation instrument to the trustees in mid-March with a return date of April 9. The Finance Committee will meet to review the evaluations and to formulate recommendations. The Finance Committee will make its recommendations as to compensation at the April 27 board meeting. Elam was directed to schedule a closed session for this discussion. The Finance Committee will meet with Elam in May for her annual review.

There being no further business before the committee, the meeting was adjourned at 10:30am.

The next scheduled meeting will be held on March 22 at 9:00am.