



Finance/Personnel Committee Meeting
Minutes
Friday, October 22 2010, 9:30am
Story Time Room Lower Level

Attending: Treasurer Joe LaManna, Trustee Jeff Finlay, Executive Director Lynn Elam

Absent: Trustee Mary Foster

The meeting was called to order at 9:32 am

Capital Reserves Fund

Treasurer LaManna presented the committee with a revised definition of capital reserve funding titled: *Expenditures from the Capital Special Reserve Fund* based on Illinois State Statute 75 ILCS 5/5-8.

Trustee Mary Foster arrived 9:40am.

The committee discussed how the Library should fund capital equipment and building repairs. Trustee Finlay noted that historically, some expenditures came from the operating budget and some came from the Capital Fund.

Treasurer LaManna recommended that the Library leave the capital reserve spending definition as broad as possible according to the state statutes.

The committee discussed and agreed that the Library should conduct a biennial review of the policy and directed Elam to include this review into the Policy Review Schedule.

The committee concluded that a broad based statement concerning accumulated library funds served the best interest of the Library, and agreed to make that recommendation to the Board of Trustees. LaManna agreed to revise the document according to the committee's direction and send to Elam for inclusion in the October 22, board packet.

Investment Policy

The committee reviewed revisions submitted by Assistant Village Manager Darrell Langlois.

The committee recommended the following changes:

- Insert “At least” at the beginning of the second paragraph of the Section *Authorized Financial Dealers and Institutions*.
- Delete paragraph #1 in the Section *Collateral Requirements*
- Insert language that stipulates CD amounts cannot exceed current FDIC insurance limits in the Section *Diversification*

Elam was directed to send the policy back to Langlois requesting these revisions along with questions:

- Are Library funds co-mingled with Village funds?
- Does the Village seek multiple bidders for investment products? If not, why not?

The Investment Policy will be held for approval until revisions are made.

Authority to Spend Policy:

The Committee continued its review of the Policy on Purchasing and Authority to Spend Policy. Elam was directed to make the following revisions:

- Remove (?) from Sec. 1 paragraph C #2.
- Insert “or designee” in Sec. 1 paragraph C #2 following “Executive Director”
- Remove extra \$ sign at Sec. 2 paragraph A subtitle “Purchases up to \$3,000” and all other extra \$ signs throughout the document
- Change “Office Manager” to “Executive Director” on Page 2, Sec. 2 paragraph E.
- Remove “standing” from Page 3, Sec. 4 paragraphs A and B

Elam was further directed to include the revised document in the October 22 board packet.

ePay

Elam introduced the ePay credit card payment service to the Committee. The service is offered to local units of government through the Illinois Treasurer’s Office and Illinois Funds. Elam discussed with the Committee whether the Library should absorb charges associated with offering credit card payment to patrons or to pass along a convenience fee. Following discussion, the committee directed Elam to establish the Library’s ePay account with a convenience fee.

There being no further business before the Committee, the meeting was adjourned at 10:15am.