



Finance/Personal Committee

February 20, 2008

Minutes

The meeting was called to order at 6:20pm by Chairman Bob Patterson

Attending: Chairman Bob Patterson, Trustee Mary Foster, Executive Director Lynn Elam

Salary Schedule and Classification: The committee reviewed a draft of the proposed Salary Schedule based on data collected from the LACONI annual salary survey. Data sets from libraries most similar to HPL and from libraries closest in proximity were used as a basis of wage comparison. Chairman Patterson requested a chart to be created showing the minimum, mid-point and maximum salaries for each position. The committee discussed establishing mid-point salaries as target goals for Hinsdale staff. Director Elam was asked to revise the schedule and re-submit it at the next meeting.

Budget FY08-09: The committee reviewed the proposed operating budget for FY08-09. Chairman Patterson noted that the library's non-tax revenues were decreasing. The committee discussed whether to increase fees for meeting room use, copiers and overdue fines. Director Elam was asked to canvas other libraries to compare fee structures.

Chairman Patterson questioned the reduction in proposed materials expenditures. Director Elam responded that the materials budgets had been reviewed by each manager and requests were based on previous year's purchases. Chairman Patterson remarked that community expectations following the 2006 referendum indicated an expectation of higher spending for materials and directed Elam to increase expenditures back to the 2007-08 level and add \$1,000 per materials category.

Chairman Patterson asked for a balance of the reserve funds in relation to renovation expenditures. Director Elam responded that the Assistant Village Manager and Owner's Representative were reconciling renovation expenditures and final numbers were not yet available.

Patterson requested a meeting with the Village to discuss closing out the renovation project, reconciling funds and to review work done on the operating budget.

Chairman Patterson directed Elam to prepare a disbursement request from the Hinsdale Public Library Foundation in the amount of \$49,200 for remaining pledged funds.

There being no further business before the committee, the meeting was adjourned at 7:30pm