



Finance Committee
Monday, June 13, 2011, 9:00 a.m.
Large Meeting Room, Lower Level

MINUTES

Present: Mr. Joe LaManna, Treasurer; Ms. Jan Letts, Trustee; Ms. Connie Nelson, Trustee; Karen Kleckner Keefe, Executive Director
The meeting was called to order at 9:10 a.m.

End of the Year Fund Transfers

I. Transfer

Trustee LaManna presented an overview to the Committee of last year's transfers. Trustee LaManna plans to share this information at the June Board of Trustees Meeting. Included in this presentation was a review of the Operations Fund and Capital Fund activity for the last fiscal year.

Trustee LaManna provided background on how much money the Library could have in its Operating Reserve. A 2009 letter from Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd. confirmed that a reasonable reserve could cover six months of expenses.

The committee discussed how much money to recommend transferring from the Operations Fund to the Capital Fund for FY2010/11.

Trustee Nelson asked if the Library's renovation bonds or HVAC loan could be repaid early.

The committee expressed interest in learning from the Facilities Committee what the pressing capital needs of the Library are projected to be.

Executive Director Keefe recommended that the transfer amount cover the principal and interest due on the HVAC loan. The Committee discussed rounding up the HVAC

principal and interest to arrive at a total transfer of \$70,000 instead of the \$50,000 transfer amount that was budgeted.

Trustee Nelson moved that the Finance Committee recommend to the Board a transfer of \$70,000 from the Operations Fund to the Capital Fund. Trustee LaManna seconded, and all voted in favor.

Executive Director Keefe was directed to find out if the previously transferred renovation bond repayment for FY2010/11 needs to be included in the Board's Resolution for End-of-Year Inter-fund Transfers.

Trustee LaManna reviewed how the End of the Year Report relates to monthly Board meeting statements.

II. Appropriation Ordinance

Executive Director Keefe explained the need for an Appropriations Ordinance and the Library's practice in compiling a schedule from which to calculate the amount appropriated.

The Appropriation places a limit on total Library expenditures in any given fiscal year. The Board of Trustees may spend no more than it appropriates.

Trustee LaManna moved that the Finance Committee recommend to the Board that \$3,681,286 be included in the Appropriation Ordinance of the Village of Hinsdale on behalf of the Hinsdale Public Library. Trustee Nelson seconded, and all voted in favor.

Other Business

Trustee LaManna recommended creating a calendar of action dates for the Finance Committee similar to the one used by the full Board.

Trustee LaManna recommended that the next Finance Committee meeting be scheduled for a Monday morning in early August and that Julie M. Ciesla, Assistant Finance Director for the Village of Hinsdale, be invited to attend.

Executive Director Keefe confirmed that she would follow up with the Village regarding: including the previously transferred renovation bond payment in the current transfer; the ability to make inter-fund transfers throughout the year; the time(s) of year when the majority of property tax money arrives; and the possibility of repaying the debt service or HVAC loan earlier than scheduled.

There being no further business, the meeting was adjourned at 10:44 a.m.