



Finance/Personnel Committee Minutes
Tuesday, Jan. 17, 3:30 p.m.
Craft Room, Library Lower Level

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 3:40 p.m.

FY 12/13 Budget

Executive Director Keefe reviewed the first draft of the FY 12/13 budget. She explained the changes to IMRF (bond principal and interest expenses were added, but the contribution for current personnel decreased.) The committee discussed the methods used to award salary increases and other methods of recognition. The committee recommended adding \$10,000 to the marketing budget in preparation for implementation of new strategic goals. The committee also recommended increasing the Special Events budget to \$5,000. Keefe explained the addition of an eBook budget and will bring statistics for this year's spending to the next meeting. Keefe will also talk to the Assistant Village Finance Director to clarify how and from which accounts the Library's loans are being repaid.

Illinois Public Act 97-609; Duty to Post

Executive Director Keefe summarized the requirement, as an employer participating in IMRF, to post compensation packages for staff receiving more than \$75,000 in salary and certain benefits. Keefe has been working with the Village to determine how best to present the information.

Job Descriptions

Executive Director Keefe told the committee that all job descriptions had been revised and were now being reviewed by the management team. She recommends that the Library budget \$4,000 to have them reviewed by the Management Association next year, including seeking input on exempt status.

Executive Director Annual Review Process

The committee discussed the evaluation process and will discuss proposed changes to the questionnaire used by the Trustees at the next Finance Committee meeting. They

also discussed introducing a 360 review with some or all of the department heads. The committee will finalize at their next meeting.

The next meeting of the Finance Committee will be on Wednesday, February 8 at 4:30 p.m.

The meeting was adjourned at 5:15 p.m.

Approved: February 8, 2012