

Glen Carbon Centennial Library

Finance Committee Meeting

March 9, 2017 @ 1:00 pm

Library Community Room

Agenda

1. Open Meeting
2. Recognize Visitors
3. Old Business
4. New Business
 - A. Review 2016-2017 Budget
 - B. Preliminary 2017-2018 Budget Discussion
 - C. Banking Changes
 - D. Accountant Contract
5. Set next meeting date and time
6. Close Meeting

Glen Carbon Centennial Library
Finance Committee Meeting
March 9, 2017 @ 1:00 pm
Library Community Room
Minutes

1. Open Meeting @ 1:05pm
2. Recognize Visitors - None
3. Old Business - None
4. New Business
 - A. Review 2016-2017 Budget
 - a. Reviewed Revenue
 - b. Reviewed expense lines and discussed all lines over the 67% and impact to 2017-2018 Budget
 - B. Preliminary 2017-2018 Budget Discussion
 - a. Reviewed Directors list of items that could be reduced and items that could be increased next year.
 - b. Talked about planning for a Website.
 - C. Banking Changes
 - a. Discussed signatures needed for change from of First Clover Leaf to First Mid-Illinois Bank and Trust on March 17.
 - D. Accountant Contract
 - a. Voted to submit to the full board our recommendation to approve the new contract with Franklin & Vaughn LLC for accounting services. The new contract has an increase of \$380/month. Committee took a vote. Bob Hormell made the motion and Debbie Owens seconded. Committee voted unanimously.
5. Set next meeting date and time
 - a. April 11 @ 10am
6. Close Meeting
 - a. 2:06pm

Glen Carbon Centennial Library

Finance Committee Meeting

April 11, 2017 @ 10:00 am

Library Community Room

Agenda

1. Open Meeting
2. Recognize Visitors
3. Old Business
 - a. Review 2016-2017 Actual Budget
 - b. Review 2017-2018 Proposed Budget
4. New Business
 - a. Review 2017-2018 Personnel Budget
5. Set next meeting date and time
6. Close Meeting

Glen Carbon Centennial Library
Finance Committee Meeting
April 11, 2017 @ 10:00 am
Library Community Room
Minutes

1. Open Meeting @ 10:03am
2. Recognize Visitors - None
3. Old Business
 - a. Reviewed Year to date 2016 - 2017 Budget Actual Performance
 - b. Review 2017 - 2018 Budget Proposal
 - i. Discussed adding funds to upgrade current website.
 - ii. Discussed adding letter to patrons reminding them of services we provide.
4. New Business
 - a. Personnel Budget for 2017-2018
 - i. Committee acknowledged needs to address possible increase to lower range.
5. Set Next Meeting Date and Time
 - i. May 3rd, 1pm
6. Adjourn Meeting @ 10:58am

Glen Carbon Centennial Library District
Board of Trustees
Personnel Committee Meeting

April 27, 2017

5:45 PM

Study Room

- I. FY17/18 Personnel Budget
- II. Revision of evaluation instrument
- III. Director salary FY17/18 (closed session)

Glen Carbon Centennial Library District

Board of Trustees

Personnel Committee

Minutes April 27, 2017

Meeting called to order at 5:49 pm by Deborah Owen, Chair.

Present: Committee members Anne Link and Amy Gabriel. Library Director Christine Gerrish.

Ms Gerrish shared with the committee a draft of the proposed staff increases for FY17/18.

The draft will go to the Finance Committee meeting of May 3, 2017.

The committee considered a proposal to create an Associate II position and recommended Ms. Gerrish bring a fully developed job description and rationale to the Board meeting of May 11, 2017.

The evaluation form was discussed and a revision will be presented at the May 11, 2017 Board meeting.

A motion by Amy Gabriel was made to go into closed session to discuss the Director's increase for FY17/18 (Section 2 (c.) (1). Seconded by Anne Link at 6:39 pm. Motion passed on a consensus vote.

Committee came out of closed session at 6:48 pm. A recommendation for the Director's increase will be brought forward to the Finance Committee meeting of May 3, 2017.

A brief discussion of the Personnel Committee's goals ensued and include working with the Director on salary ranges, possible incentives and assisting the Director in regular reviewing all job descriptions.

Motion to adjourn at 6:50 pm. Motion passed on a consensus vote.

Respectfully submitted,

Deborah Owen, Chair

Agenda
Glen Carbon Centennial Library
Finance Committee MTG
Wednesday, May 3, 2017
@ 1pm

1. Open Meeting
2. Recognize Visitors
3. Old Business
 - a. Review 2016 - 2017 Budget Actual Performance
 - b. Review 2017 – 2018 Personnel Budget Proposal
 - c. Review 2017 - 2018 Budget Proposal
4. New Business
 - a. Tax Levy
5. Set Next Meeting Date and Time
6. Adjourn Meeting

Glen Carbon Centennial Library
Finance Committee Meeting
May 3, 2017 @ 1:00 pm
Library Community Room
Minutes

1. Open Meeting @ 1:04pm
2. Recognize Visitors - None
3. Old Business
 - a. Review 2016 - 2017 Budget Actual Performance
 - i. Current numbers are not available from accountant at this time.
 - b. Review 2017 - 2018 Personnel Budget Proposal
 - i. Christi left the room and committee discussed personnel committees review of increasing the director's salary. Any increase will have to be discussed and voted on by the full board.
 - c. Review 2017 - 2018 Budget Proposal
 - i. Increase for letter to residents
4. New Business
 - a. Tax Levy
 - i. Discussed options for realigning the various funds to make sure we get the most flexibility.
5. Set Next Meeting Date and Time
 - a. None set. Will wait till budget discussion with full board on whether we need another committee meeting.