

**Western District Library
Finance Committee**

January 27, 2020 meeting minutes

Rod Ward called the meeting to order at 5:30 pm. Present were Jan Gustafson, Kathi Parrish, Rod Ward, and Jennifer Ryder.

No members of public were present, so no public comments.

Committee reviewed minutes from Sep 17, 2019 committee meeting. Jan moved to accept as written, Rod seconded. Voted, approved.

Jen shared potential budget for FY 2020-2021, explaining that the General Fund beginning balance shows a deficit due to various expenses having been taken from this fund rather than from Building Fund over several years. Committee members were a bit unclear on the logistics of this, so Jen will get explanation from Kim Hoffman, to share with committee and board later. The projected expense numbers are estimates only, which Jen will refine as time goes on.

Jen prepared and presented Tort Levy Expenditures and Risk Management Plan, which is needed to support use of Liability Fund for a portion of Director's salary. Based on the responsibilities outlined in the plan, it is estimated that 20% of Director's time is spent managing risk for WDL, so 20% of the salary can be taken from Liability Fund. Kathi moved to accept the plan as presented, Rod seconded. Voted, approved unanimously.

Jen had also prepared Resolution to Transfer Line Items, amending the attribution of salaries from earlier intent to charge 5% of ALL staff salaries to Liability Fund to instead use this fund only for 20% of Director's salary (0% for other staff). Jen will confirm whether it's acceptable to make the adjustment at end of FY rather than as salary is paid. Resolution was tabled until this is confirmed.

Charts for potential wage/salary increases to reflect upcoming IL mandatory minimum wage changes were shared by Jen, though time did not allow full discussion of the issue.

No closed session was held.

Jan moved to adjourn, Kathi seconded. Voted, adjourned.

Respectfully submitted,

Kathi Parrish
Finance committee member