

**Western District Library
Finance Committee
Sep 17, 2019 meeting minutes**

Rod Ward called the meeting to order at 6:30 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 June 13 and Aug 2 committee meetings. Jan moved accept as written, Kathi seconded. Voted, approved.

Jen updated committee on bank account consolidations and recordkeeping procedure changes:

1. Account consolidations at BankOrion will be completed at the end of September, per recommendation of accounting firm, Hammar & Associates.
2. CPA is working with Jen to get financial reporting in order.
3. As per previous committee discussions, in order for board treasurer to continue to have oversight role with payroll, he will receive payroll reports from CPA.
4. Rod suggested that treasurer also view invoices when signing checks for expenses, as one additional safeguard. Board concurred, Jen will implement this.
5. Kim Hoffmann will meet with Rod to help him know what to look for when reviewing monthly financial reports.

Following resignation of Bill Stropes as janitor, Jen presented cost estimate she obtained from Quad City Cleaners to provide cleaning services, also potentially summer lawn care and seasonal storm window changes. Committee discussed whether to take the twice weekly or thrice weekly cleaning option, decided to go with 3 times/week. If using QCC for lawn care, library would have to provide mower, which would need to be stored somewhere, raising the possibility that a shed would need to be purchased. Since the current mower hasn't been used for a number of years, WDL might also have to buy one of those. Given these constraints, committee felt we should investigate alternative lawn care providers who would have their own equipment. Contractor also does snow removal, but committee consensus was that library would be better served to find a local provider for this service, since QC Cleaners is based in LeClaire, IA, considerable distance away, making it potentially difficult to be on site in a timely manner during adverse conditions. Rod offered to find out if Arlan Stoudt is bonded; if not, there are other snow removal contractors in the Orion area. The committee will recommend to the board that QCC be engaged to provide cleaning and window changing services.

Jen asked committee whether she is expected to go over in detail with the committee or board the methodology used to arrive at the numbers for the Levy Ordinance. Committee said that's not necessary, so she will present the ordinance at the September board meeting.

No closed session was held.

Other topics:

--Jen was seeking clarity regarding the appropriate uses of interest earned on endowment account, specifically for miscellaneous expenses, and how that is defined. Since that interest is included in the

general fund for budget, the funds needed for miscellaneous (e.g., gifts for staff) items have historically been covered from general fund. In the future, Jen will budget the allowance sourced by endowment account interest separately to have funds available for such expenses.

--Jan brought up IMRF as consideration for staff who would qualify, in particular, the director, since that is now a full-time position. This will be investigated to find out details of cost for WDL. Kathi will gather information about SEP-IRA or SIMPLE IRA as an alternative type of retirement plan.

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

Respectfully submitted,

Kathi Parrish

Finance committee member