

**Parlin-Ingersoll Public Library
Board of Trustees—Finance Committee
Special Meeting**

Tuesday, April 28, 2015 at 4:00 p.m.–5:00 p.m.
Parlin-Ingersoll Public Library Small Board Room

Present: Kim Bunner, Pat Carter, Chris Duvendack, Jim Elson, Ralph Froehling

Mr. Froehling gave an update to the group on the Ingersoll Trust. There may be up to 4 successor trustee candidates that will be giving presentations in mid-May. MidAmerica National Bank and Wells Fargo are two of the candidates. Mr. Froehling and Mrs. Bunner should find out the names of any other candidates at a meeting on April 29, 2015 and will share those with the Board. Mr. Froehling suggested we consider moving our May 20, 2015 board meeting to May 27, 2015 so a vote could be taken on the selected candidate. Mrs. Bunner will e-mail the other board members to see if they can attend to determine if there would be a quorum. We only need a 48-hour notice if changing the date for one meeting.

Various options were discussed regarding the salary budget including the effects of a raise in minimum wage, the establishment of salary pay ranges for positions, bonuses in lieu of raises, health insurance costs, and the percentage of increase for staff above minimum wage. The uncertainty of our income due to the economy, a new trustee, and several capital projects in the near future were also considered. It was decided to recommend budgeting for the \$9.00 minimum wage but not institute that amount until required by law. It was also decided to recommend the other staff receive a 2% raise this year, but re-visit the other options next year.

Mr. Carter mentioned the Mid-America Reserves line of \$780,339 on the FY16 Income Budget Draft does not include the approximately \$250,000 in checking at this time. That total balance is higher than last year.

Mrs. Bunner reviewed some of the major capital expenses that might occur in the next few years including replacing the 1994 section of roofing, a new bookdrop, seal coating/crack repair on the parking lot, an additional fireproof file cabinet for board minutes, extra tables and chairs in the reference area if stacks are removed, and a new router and firewall around 2017.

The group acknowledged the budget is very lean, and staffing levels are as low as they can be at this time. Mrs. Bunner will make the changes to the salary line and present final draft copies for full board approval at the May meeting.

Mrs. Bunner mentioned that she and Mrs. Duvendack reviewed the Personnel Policy, which will be included in the May Board packet. There were several clarifications, but two major items were the consideration of keeping the benefit of paying the second 6 months of health insurance during a lengthy disability and instituting background checks on new employees. The cost of background checks through the Illinois State Police is \$20 per search. The group seemed receptive to including background checks in the policy draft presented at the May meeting.

Secretary

Date

5/28/2015