



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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Providing the community keys to lifelong learning

### FINANCE COMMITTEE MEETING SEPTEMBER 15, 2015

#### MINUTES

**1) Call to Order**

The Finance Committee Meeting was called to order at 6:02 p.m. by Committee Chair Megan Stern on Tuesday, September 15 at the Westmont Public Library.

**2) Roll Call:**

Present: Trustee John Martens, Trustee Megan Stern, and Trustee Kerry O'Connor

Also present: Trustee Elaine Carmichael, Trustee Mark Stern, and Trustee Jason Fichtel

Also present: Director Julia Coen, Assistant Director Brittany Smith, and Administrative Assistant Theresa Barry

Absent: Trustee Annie Delano

**3) Pledge of Allegiance:**

**4) Approval of the minutes of Finance Committee meeting on June 16, 2015:**

Motion: Martens moved to approve the minutes for June 16, 2015, O'Connor seconded.

Vote: All in favor.

**5) Open Forum:**

a. **Public – Spencer Parker** – Finance Director Village of Westmont, was present to answer questions.

b. **Staff** – None

c. **Trustees** – None

d. **Director** – None

**6) New Business:**

a. **Discussion and recommendation of the transfer of FY15 surplus funds to the special reserves account for a minimum amount of \$211,398:**

Coen shared a draft balance sheet and statement of revenue from the auditors and presented three options for the board to consider for the transfer of FY15 surplus.

Option 1 would be to transfer any excess of revenue over expenditures from the FY15 fiscal year. The Fund Balance Policy states our target balance for the unreserved fund should be 30% of the operating budget. Option 2 would be to keep 30% of the concluding year's budget and transfer the remaining. Option 3 would be to keep 30% of the next year's budget,

transfer the remaining. Coen reported that the auditor's draft assumes the transfer would be the amount from Option 1, which is what we have traditionally done.

O'Connor and Megan Stern suggested reviewing the Fund Balance Policy to state that the end-of-year balance should be 30% of the current year's budget and transfer of surplus should be anything in excess of this.

Committee will recommend option 3 to the board.

**b. Discussion of FY17 Levy:**

Levy request goes to the library board for approval in October. It is then submitted to the Village to be approved within the Village's aggregate levy. The County determines the rate and sends those numbers to the library board in March. The library board makes its final determination at that point.

Coen invited feedback from the committee. The board will have a draft budget in March when the board considers the final levy numbers and rates.

Coen agreed to provide historical levy details at the October board meeting.

**c. Discussion of 457 deferred compensation plans for employees:**

Coen explained this recommendation came from staff who had 457 plans at previous jobs. The Village also offers this to their employees. Coen informed the committee that there would be no cost to the library.

The Village currently offers their employees the choice of two plans and deductions are administered through payroll.

Megan Stern said that the auditing fees may increase due to the possibility of additional disclosures being required.

Megan Stern explained possible liabilities involved with the timeliness of payment to the investment companies and the possibility of having to pay penalties if the payment was late. Stern asked who reviewed the fund statements at the Village and suggested considering internal controls with regard to that. Stern also recommended choosing an automated option in an effort to avoid paperwork.

**7) Adjournment:**

Motion: O'Connor moved to adjourn at 6:28 p.m., Martens seconded.

Vote: All in favor.

Respectfully submitted,



Elaine Carmichael  
Secretary

Westmont Public Library Board of Trustees