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MINUTES OF THE FINANCE COMMITTEE MEETING

NOVEMBER 15, 2016

1) Call to Order

The meeting was called to order at 6:00 pm by Committee Chair Kerry O'Connor on Tuesday, November 15, 2016 at the Westmont Public Library.

2) Roll Call

Present: Trustee Heather Booth, Trustee Annie Delano, Trustee John Martens, Committee Chair Kerry O'Connor

Also Present: Trustee Elaine Carmichael, Board President Jason Fichtel (*arrived at 6:19pm*)

Staff present: Director Julia Coen, and Assistant Director Brittany Smith

3) Pledge of Allegiance

4) Approval of the minutes of the finance committee meeting: August 16, 2016

Motion: Martens moved to approve the minutes of August 16, 2016, Booth seconded.

Discussion: None

Vote: All in favor

Motion passed

5) Open Forum:

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

b. **Board:** None

c. **Director:** None

d. **Staff:** None

6) New Business:

a. **Review and recommend the Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act:**

The Board recommended some grammatical changes. Booth questioned if the automobile insurance is reimbursable since it is required. Coen said yes. The Committee recommended it say "including gasoline and additional required insurance." The Committee requested that the number of meals on the expense form be replaced with a breakdown of number of breakfasts, lunches, and dinners. The total expected reimbursement will also be changed to total estimated reimbursement. Under emergency expenses, the Committee recommended it say that expenses are reimbursable when "incurring the emergency expense while travelling on trips on or related to library businesses."

b. Review and recommend the Purchasing Policy:

Coen shared Stern's recommended changes to the proposed policy. In addition, the committee recommended grammatical changes. Under Petty Cash change the second sentence to say, "The funds will be in the safekeeping of the Administrative Office with a record of all payments. Under Emergency Procurements change the first sentence to say, "Failure to comply in a timely manner with this Purchasing Policy shall not prima facie constitute an emergency."

c. Review and discuss the fines and fees report and the collection agency report:

O'Connor asked for more information at the December board meeting on the collection agency fee. Otherwise, the committee will recommend the fines and fees schedule as presented at the December board meeting.

d. Recommend the next finance committee agenda:

The finance committee will review and discuss the FY18 draft budget at the February 2017 finance committee meeting.

7) Adjournment:

Motion: Martens moved to adjourn at 6:48 pm, Delano seconded.

Vote: All in favor

Motion passed

Respectfully submitted,

Elaine Carmichael

Westmont Public Library, Board of Trustees, Secretary