



## WESTMONT PUBLIC LIBRARY

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Providing the community with the keys to lifelong learning.

### MINUTES OF THE FINANCE COMMITTEE MEETING AUGUST 15, 2017

#### 1) Call to Order

The meeting was called to order at 6:31pm by Committee Chair Kerry O'Connor on Tuesday, August 15, 2017 at the Westmont Public Library.

#### 2) Roll Call

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

Absent: Trustee John Martens

Also Present: Board President Jason Fichtel

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

#### 3) Pledge of Allegiance

#### 4) Open Forum:

- a. **Public in attendance:** Spencer Parker, Village of Westmont Finance Director, present to answer questions.
- b. **Board**
- c. **Director**
- d. **Staff**

#### 5) New Business:

##### a. Review and recommend The Purchasing Policy

Coen recommended minor changes to the Policy that are marked in red on the draft document. The changes are wording changes and do not change practice or policy. Annual review of this policy is good practice since it covers purchasing processes, authority to spend, and internal controls. Booth asked if the reason "volunteers" is eliminated under the "Manage the procurement process in accordance with the law" section is because volunteers do not have authority to deal with these processes. Coen stated yes. Committee to recommend the policy as presented to the Board for approval.

##### b. Discuss the Fine Forgiveness program

Smith explained that this year's program will be during the week of Thanksgiving as a way to say "thank you" to our patrons. The circulation staff decided a coupon based program with denominations of \$1, \$2, or \$5 is the best way to offer fine forgiveness this year. They will be finalizing details soon. Once

redeemed, a special code will be put on patrons' accounts so that they can only redeem one coupon during the week.

**c. Recommend the next finance committee agenda**

Committee will recommend the Schedule of Fines & Fees calendar year 2018, the capital plan, and Special Reserves fund balance for the next finance meeting in October.

**6) Adjournment:**

**Motion:** Delano moved to adjourn at 6:39pm, Booth seconded.

**Vote:** All in favor

**Motion passed**

**Respectfully submitted,**

**Annie Delano**

**Westmont Public Library**

**Board of Trustees, Secretary**