



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

Providing the community keys to lifelong learning

### MINUTES OF THE FINANCE COMMITTEE MEETING

FEBRUARY 15, 2022

#### 1) Call to Order

The meeting was called to order at 6:34 p.m. by Committee Chair Kerry O'Connor on Tuesday, February 15, 2022 at the Westmont Public Library.

#### 2) Roll Call

**Present:** Treasurer O'Connor, Vice President Elaine Carmichael, and Trustee Beth Krotiak

**Also Present:** President Jason Fichtel

**Absent:** Trustee Melissa Donoghue

**Staff present:** Director Julia Coen and Administrative Assistant Julie Olsen

#### 3) Pledge of Allegiance

#### 4) Open Forum: None

*Board Secretary Heather Booth entered the meeting at 6:36 pm*

#### 5) New Business:

##### a. Review the financial report on distribution of property taxes

**Discussion:** Coen presented the report, noting what a small percentage of overall property tax revenue the Library receives relative to other taxing bodies and compared to area libraries. Coen said the report would be made available to the public. O'Conner suggested that we also put copies of the report out in the building or one on display for patrons to see.

*Trustee Donoghue entered the meeting at 6:38 pm*

##### b. Review the draft revenue report for FY23

**Discussion:** Coen provided supporting information on the FY23 draft revenue report. Krotiak and Donoghue asked for clarification on the impact fees. Coen and Spencer Parker, Village of Westmont Assistant Village Manager and Finance Director, provided an explanation of what impact fees are, when they are paid, and which taxing bodies receive a portion of them. Booth asked if there was any update on the Library offering passport services. Coen responded that while the Library is still on the waitlist, no new locations are currently being approved.

##### c. Review salary survey data and the FY23 salary scale

**Discussion:** Coen explained how the information was collected for and presented on the Salary Survey Information report, and how this informs the salary and pay rates for the library staff. The Board reviewed the proposed FY23 salary scale.

**d. Recommend the next finance committee agenda for May 2022**

**Discussion:** Coen stated that in May she intends to provide the cash flow analysis report and the capital outlay plan. She would also like to have the committee review the finance policies.

6) **Adjournment:**

**Motion:** Carmichael moved to adjourn at 6:56 p.m., Krotiak seconded.

**All in favor**

**Motion passed**

**Respectfully submitted,**

**Heather Booth**

**Westmont Public Library Board of Trustees, Secretary**