

BOARD OF TRUSTEES
Minutes of the Finance Committee
August 17, 2016

I. CALL TO ORDER.

The Finance Committee meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Wednesday, August 17, 2016. Chairman Rich Pope called the meeting to order at 9:12 a.m.

II. ROLL CALL.

Roll call indicated the following committee members were present: Richard Pope, Kris Graack, Gregory Sarlo, Carol Kidd.

Absent: Steve Mokry.

Also present: Earl Wilson, Denise Hudec, Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Heather Imhoff.

III. CONSIDERATION OF THE AGENDA.

MOTION by Kris Graack, seconded by Rich Pope, to accept the agenda, as presented.
VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IV. Public Comments and Questions.

No public in attendance.

V. Review 2017 Draft Library Budget

Director Sorensen stated that minor changes were made to the budget document. Revised budget documents were distributed to the committee.

Director Sorensen stated that the 2017 library budget has a 0% increase in the tax levy.

Trustee Graack asked why there is a \$300,000 transfer in Library Capital Projects Fund and Director Sorensen responded that that covers expenditures in Capital Projects Fund. The Committee reviewed the expenditures in the Capital Projects Fund.

Director Sorensen explained the budget document.

Trustee Pope asked why the line item in Revenue, Total Other Revenue, had increased from \$23,700 in 2016 to \$89,300 in the 2017 budget. Assistant Director Johnson explained that additional revenue was expected from e-rate discounts and refunds. She also explained that this government program was designed to increase connectivity in schools and libraries and that the Des Plaines Public Library will apply for both discounts and refunds in 2017. Assistant Director Johnson explained that the line item in Expenditures, Communication Services, has also been reduced due to the discounts received from this program.

Trustee Graack asked why library donations are expected to increase substantially in 2017. Assistant Director Johnson responded that a library patron would like to make a donation to the library, possibly up to \$20,000, for improvements to the poetry corner. Director Sorensen stated that the library would apply for grants from Rivers Casino. She stated that Rivers Casino was focusing their donation grants on education.

Trustee Wilson asked when the Request for Proposal would be sent out for IT Management Services. Assistant Director Johnson replied that the process will begin in late September or early October, 2016. Trustee Wilson stated that he does not want the RFP to have a clause that states that the contract can be terminated by either party with thirty days written notice. Director Sorensen replied that the Board of Trustees had requested that that stipulation be written into the RFP. Trustee Wilson stated that he believes that this language limits who will bid on the project. Director Sorensen stated that the RFP will be highly visible to potential vendors and that the document can be reviewed by the board before it is published in the newspaper.

The committee discussed circulation of materials, including eBooks. Trustee Pope asked about eBooks circulation statistics and Assistant Director Johnson responded that eBook circulation is steadily increasing.

Trustee Hudec commented that funding for conferences and training is only in Per Capita Grant expenditures. She asked what would happen if the library did not receive Per Capita funding in 2017. Director Sorensen responded that library staff would pay for their own travel expenses and be reimbursed if the library received the Per Capita Grant funds.

MOTION by Kris Graack, seconded by Rich Pope, to accept the 2017 Draft Library Budget, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

VI. ADJOURNMENT.

MOTION by Rich Pope, seconded by Kris Graack, to adjourn the regular meeting. VOTE:
AYES: All. NAYS: None. MOTION CARRIED.

Meeting adjourned at 11:25 a.m.

Minutes prepared by Carol Kidd.