

**Finance Committee Meeting  
August 6, 2020  
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:02 p.m. by Sylvia Haas, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Terri Gens, Brian Gilligan, Sylvia Haas

Absent: Sylvia Fulk

Staff Present: Karen Almeleh, Jo Broszczak, Carla Peterson, Su Reynders

Visitors: None

3. Audience to Visitors

No visitors spoke.

4. 2021 Budget Workshop

Director Reynders presented high-level information regarding the 2020 levy and the 2021 budget, including a timeline; levy considerations, options, and impact; revenues and expenditures; fund balances; salary, and organizational structure information.

Trustees discussed the current economic state and evaluated the options and impact of an increased, flat, or decreased levy. The Board reviewed current and projected fund balances in relation to the target operating reserve as stated in library policy.

Director Reynders provided an overview of the existing Capital Projects Fund and recommended that the library move forward with the planned Capital Needs Assessment. The resulting report will include likely repair and replacement costs over a 10 to 20-year period for all major building components, systems, and envelope. The Board generally agreed that a transfer of funds from the General Library Fund to the Capital Projects Fund would be needed to support the plan. Trustees agreed that the library will move forward with the assessment as originally planned and budgeted for in 2020.

Director Reynders informed the Board that the library was evaluating no-contact storage lockers and increased circulating technology such as laptops and hotspots. Trustees discussed the short-term pandemic needs of these items, as well as the long-term benefits after the pandemic is over. Because these items are not included in the approved 2020 budget, staff will seek approval at an upcoming Board meeting.

Mount Prospect Public Library  
Board of Library Trustees  
10 S. Emerson Street | Mount Prospect, IL 60056

The Board discussed the library's salary grade scale and summary results from the Market Benchmarking and Compensation Structure Development Project. Trustees reviewed the library's Personnel Code, Section F – Compensation and Recognition, Hours of Work and Paydays.

Trustees will continue to discuss the 2020 levy request and 2021 budget at upcoming Board and Committee meetings.

5. Adjournment

The Finance Committee meeting adjourned at 7:33 p.m.



Terri Gens, Secretary

Approved as submitted 08/20/2020