



WEST CHICAGO PUBLIC LIBRARY DISTRICT

**BOARD OF LIBRARY TRUSTEES
FINANCE COMMITTEE MEETING
FEBRUARY 24, 2020
6:00 P.M.
PROGRAM ROOM**

MINUTES

- I. Call to Order** **Richard Bloom, Chairman**
The meeting was called to order at 6:00 p.m. by the Committee Chair, Richard Bloom.

- II. Roll Call** **Richard Bloom, Chairman**
Present: Richard Bloom, Chair; Diane Kelsey, Corrine Jakacki-Dattomo, members; Nancy Conradt, Ex Officio; Benjamin Weseloh, Library Director; Maureen Bajor, Human Resources Manager.

- III. Approval of the Minutes**
A. October 28, 2019 **ATTACHMENT**
Minutes of the October 28, 2019 meeting were moved for approval by Corrine and seconded by Diane. The minutes were approved unanimously as presented.

- IV. Recognition of the Public**
None

- V. Public Comment -- Limited to 3 minutes**
None

- VI. Agenda - Additions / Deletions**
None

- VII. Unfinished Business**
None

- VIII. New Business**
- A. Cost of Living Adjustment (COLA) recommendation for FY 2020/2021** **Ben/Maureen**
Ben and Maureen presented information from HR Source showing a total recommended salary adjustment of Three (3) percent. Their request was for a one (1) percent COLA increase. After some discussion the committee agreed to the one (1) percent request.
- B. Merit pool recommendation for FY2020/2021** **Ben/Maureen**
For the merit pool Ben and Maureen requested a two (2) percent increase over the 2019/2020 budgeted salary line of \$1,178,605. After some discussion regarding the use of a percentage figure versus an actual dollar amount, the committee decided to establish a dollar value for the merit pool not to exceed \$14,000.

**C. Request a 3-year proposal from Sikich Auditing
for the Library's Audit Services**

Richard

The Committee and Library Director and staff are very satisfied with the audit services presented by Brian LaFevre and the Sikich, LLC audit team. It was agreed that we contact Brian and request that three (3) year proposal.

**D. Establish Schedule to Interview Accounting Firms for the
Library's Accounting Services**

Richard

At the October 28, 2019 Finance Committee Meeting, the committee believed that we should interview a number of external accounting firms to evaluate the competitiveness of our current accounting firm. Four invitations were mailed to accounting firms to determine their interest in meeting with us. Of the four letters sent out, all four responded with a desire to meet and be interviewed by the committee, but one was unable to complete the proposal by the deadline and withdrew from consideration. It was agreed by the committee that March 18 and 19 would be convenient dates to interview. Arrangements will be coordinated between Richard, Ben and the accounting firms.

**E. Report of RAILS Webinar Regarding Strategies to Address Ben
the Mandatory Minimum Wage Increase**

The Chair made a brief opening statement regarding five areas we should keep in mind during the implementation period running through January 1, 2025. Ben then presented the information presented by RAILS along with some of their recommendations on handling the implementation process. The committee along with Ben and Maureen entered a dialog designed to bring the committee up to speed on where we currently are with the 2020 mandated increases of one dollar on January 1, 2020 and seventy-five cents on July 1, 2020. From there they went to the 2021 requirement of one dollar on January 1, 2021 and assured the committee that there will be no major impact at that point as well. The final three years present more of a challenge. The committee agreed that additional research is needed to become better informed on how to best proceed in the future. This topic will appear on future finance committee agendas.

IX. Recommendations

- 1) *A COLA in the amount of one percent for FY 2020/2021*
- 2) *Establish a merit pool not to exceed \$14,000 for merit increases for staff for calendar year 2021.*

X. Adjournment

Richard Bloom, Chairman

The meeting was adjourned at 6:57 p.m.

Committee: Bloom -- Chair, Kelsey, Jakacki-Dattomo, Ex-Officio: Conradt