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## MINUTES

### Standing Committee on Finance • Board of Trustees • Batavia Public Library District

#### *Special Meeting*

Tuesday • 3 November 2009

1. **Call to Order**

Trustee Sullivan called the meeting to order at 7:09 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

**Committee Members Present:** Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

**Committee Members Absent:** None

**Other Trustees Present:** None

**Staff Members Present:** Director George H. Scheetz, Business Manager Joy K. Ganster, and Deputy Director Joanne C. Zillman

**Visitors Present:** None

3. **Approve the Agenda**

Trustee Sullivan asked whether there were any changes to the agenda.

Motion by Trustee Von Lunen to approve the agenda, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Tuesday, 2 June 2009

Trustee Sullivan asked whether there were any changes to the minutes, copies of which were included in the Committee packet.

Motion by Trustee Von Lunen to approve the minutes of the special meeting, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

5. **Budget for the Library Integrated Network Consortium (LINC) for 2010–2011**

Director Scheetz noted that the report included in the Committee packet was the tentative form of the actual report as it will be presented to the Board of Library Trustees. He described the approval process for the LINC budget, which will be reviewed by the LINC Governing Board at its next meeting on Wednesday, November 4. Director Scheetz reported that each member

library's Board of Library Trustees is required to approve the LINC budget prior to final approval by the LINC Governing Board. Discussion followed.

In response to a question from Trustee Von Lunen, discussion followed on the expenditure code for the Illinois Municipal Retirement Fund.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve the proposed budget for the Library Integrated Network Consortium (LINC) for 2010–2011, as presented, subject to further revision by the LINC Governing Board. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

6. **Financial Plan**

Director Scheetz noted that the most recent financial projections from Steve H. Larson, of Ehlers & Associates Inc., and the new rolling, three-year financial plan were included in the Committee packet.

He described the process by which this plan, which includes Tax Year 2008 (Fiscal Year 2009–2010)—the current fiscal year—and the subsequent two Tax Years (Tax Year 2009 for Fiscal Year 2010–2011 and Tax Year 2010 for Fiscal Year 2011–2012), was developed.

In response to a question from Trustee Von Lunen, discussion followed on the expenditure codes related to human resources.

Business Manager Joy K. Ganster presented an overview of the special funds. In response to a question from Trustee Von Lunen, discussion followed on the anticipated property tax shortfall, as identified in the plan.

Director Scheetz suggested that the Committee should consider (for a future meeting) whether it would like to establish particular parameters for the 2010–2011 budget, such as a balanced budget, a reduced budget (such as a 97% budget), or a budget that was allowed to draw on reserves in the Library Fund. Discussion followed.

7. **Investment Options**

This agenda item was carried over from the June meeting.

Business Manager Joy K. Ganster reported that she anticipated that she would recommend investing a limited amount of funds with one of the fund managers under review on a trial basis. However, several factors, including current economic conditions, have led to the conclusion that Illinois Funds was the Library's best investment option for the foreseeable future.

Therefore, Ganster recommended that the Library continue with Illinois Funds. Director Scheetz expressed agreement with her recommendation. Discussion followed.

The consensus of the Committee supported the recommendation to continue with Illinois Funds.

8. **An Ordinance Levying the Annual Taxes for Library Purposes in the Batavia Public Library District, in the Counties of Kane and DuPage, Illinois, for the Fiscal Year 2009–2010**

Director Scheetz distributed the final Ordinance, as it will be presented to the Board of Library Trustees, for purposes of information.

He reported that no action by the Committee was required, due to Board action in October on "A Resolution Determining the Amounts of Money Estimated to Be Necessary to Be Raised by the Tax Levy" (Resolution 2009–012).

9. **Future Agenda Items**

Director Scheetz reported that a list of future agenda items was included in the Committee packet for purposes of information and planning.

10. **Comments from the Committee**

There were not additional comments from the Committee.

11. **Next Meetings or Events**

a. *Board of Library Trustees (Regular Meeting), Tuesday, 17 November 2009, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

b. ***Standing Committee on Finance — No Meeting in December***

c. *Board of Library Trustees—No Regular Meeting in December*

d. *Standing Committee on Finance, Tuesday, 5 January 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

12. **Adjournment**

Motion by Trustee Trefil to adjourn the special meeting. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

Trustee Sullivan declared the meeting adjourned at 7:56 p.m.

Respectfully submitted,

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George H. Scheetz  
Director