

Greenville Public Library Finance and Records Committee Meeting

July 28, 2021 Minutes

414 W. Main Street, Greenville IL

4:30 pm

1. Call to Order: Meeting was called to order at 4:30 pm by Committee Chair Kyle Littlefield.
2. Roll Call: In attendance, committee members Dieadre Schaufelberger and Cynthia Wiegand. Also in attendance, Dale Martin, Board President and Jo Keillor, GPL Director.
3. Public Comments: None.

4.1. Finance/Records Committee Meeting Schedule: The committee decided to meet quarterly unless issues arise that require a meeting sooner than the next schedule meeting. The meeting schedule for the year is:

October 7, 2021

January 6, 2022

April 7, 2022

July 7, 2022

4. Review Budget/Discuss Short-Term and Long-Term Financial Planning:
  - a. Delayed Tax Payment: The City of Greenville informed the GPL Director that there will be a minimum of a three month delay in receiving the tax payment. The earliest expected receipt is October. The Director indicated we will need to have additional funds to cover bills until the tax payment arrives.  
  
A motion was made by Kyle Littlefield to cover any expenses prior to tax money arrival by using Money Market #2640 to cover expenses until these funds can be replaced by the tax payment to the same Money Market. A second to this motion was made by Cynthia Wiegand. A roll call of the committee members resulted in three yes votes. Motion was approved, 3-0.
  - b. Track CD Maturities: Decisions on maturing CDs need timely decisions. A motion to empower the finance Committee Chair to represent the committee in making CD and Money Market investment decisions was made by Dieadre Schaufelberger and seconded by Cynthia Wiegand. Motion was approved by a vote of 3-0.
  - c. Impact of Future Minimum Wage Increase: Recommended to discuss with full board.
  - d. HVAC System: Copies of the section 5 detailed report from FGM Architects and the narratives from Dewberry were distributed to committee members to review for a

future discussion.

- e. Technology upgrades: The Director is making a grant application for computer replacements. Ms. Keillor will review the outcomes of the application when she receives notice.
  
  - f. Building Maintenance and Upgrade: The Director noted that a received evaluation of the A/C systems evaluated the longevity as less than 5 years. The Boiler is also quite old. Both of these systems need review and planning for replacement. It was recommended to connect with the City Council to explore ways to utilize city or other resources to make a plan for current and future major library renovation needs.
- 5. Old Business: None.
  - 6. New Business: none.
  - 7. Adjournment: A motion to adjourn the meeting was made by Dieadre Schaufelberger and seconded by Cynthia Wiegand. Approved 3-0. The meeting adjourned at 6:18 pm.

Respectfully submitted by Dieadre Schaufelberger, August 10, 2021