

Elmwood Park Public Library
Minutes of the
Finance and Bylaws/Goals/Policy/Personnel
February 8, 2016

1. Call to Order

Chairperson Carole Bilbo called the meeting to order at 7:10 p.m.

2. Roll Call

Present: Trustee Carole Bilbo, Trustee John Rivera, Trustee Terri Sorrentino

Also Present: Library Director Tiffany Verzani, Assistant Director Jason Stuhlmann

3. Unfinished Business

NONE

4. New Business

a. FY16/17 budget review

i. Revenue and Reimbursements

The Library Director provided projections for FY15/16 ending balance, including unexpected revenue from LIMRiCC reimbursements. The committee also reviewed a draft of the FY16/17 budget and discussed an overall percentage increase. The Director will develop a preliminary budget based on their recommendations for the February board meeting.

ii. Personnel - Salary Scale and Increases

The percentage rate for salary increases for FY16/17 was discussed, which included a recommendation to move all staff below the library's salary scale to the minimum. The committee will also recommend \$7,000 of FY15/16 funds to be used for bonuses. Staff who have been below the minimum and receive exceptional reviews for FY15/16 are eligible for this one-time increase.

iii. Use of Gift Fund

The Fund balance policy was reviewed and it was determined that the fund could not be used for annual staff holiday recognition or fish tank maintenance. Though the tank was originally a gift, it is still an annual expense. Kids & Teens staff will put forward a proposal for ideas to enhance or change the use of the aquarium.

b. Policies

i. Timeline review and deadlines

The committee reviewed a timeline for policy updates. They will be focusing on Reference Service, Programming and Local History this year. They determined that the Gift Ban and Ethics policies do not need to be Library approved policies, as they are state statutes. Instead, the committee will review them on the timeline to note any changes required in library procedures, bylaws, etc.

ii. By-laws

The committee drafted language to reflect changes in the Library's banking and procedures for any emergency check needs.

5. Adjournment

On a motion from Trustee Rivera and seconded by Trustee Sorrentino, the meeting was adjourned at 8:14 p.m.

Carole Bilbo 2-18-16

John Rivera 2-18-16