

HILLSIDE PUBLIC LIBRARY
405 N. HILLSIDE AVENUE, HILLSIDE IL

FINANCE COMMITTEE MEETING – May 2, 2023
MINUTES

1. CALL TO ORDER: The meeting was called to order at 5:36 pm by Maureen Sypkens.
PUBLIC COMMENTS: *The Board President will advise the public they must follow the Hillside Public Library Rules for Public Comment. The Hillside Public Library Rules for Public Comment are available on the Library's website.*
2. ROLL CALL: PRESENT - Maureen Sypkens, Donna Kassar, Bill Spain
Guests: Director Amy Franco
3. NEW BUSINESS
 - a. Discussion of Purchasing Policy – committee members reviewed purchasing policy samples from neighboring libraries and decided to reduce the director's discretionary spending limit to \$7500 before needing Board approval.
 - b. Discussion of Staff Reimbursements — The committee decided to reimburse the director for usage of her personal cell phone for library business for \$50 per month, retroactive to her start date. Veronica (who works from home 1 day/week) will be reimbursed \$7 per month for home internet usage.
 - c. Discussion of Financial Report format – it was decided to change the format of our monthly financial report to give the Board more concise and specific information. We will use the Mokena Library's Financial Report as a template. With the new report, we will have the Check Register information (including details on which account spending is coming from) and will replace the Resolution. Voting on the Financial Report in Board meetings will now also include accepting the spending resolution.
4. ADJOURNMENT – Bill Spain moved to adjourn the meeting at 6:26 pm. Donna Kassar seconded the motion. The motion carried by voice vote.