

**MIDLOTHIAN PUBLIC LIBRARY**  
**FINANCE COMMITTEE**  
**August 29, 2019**  
**Minutes**

Attendance: Mary Chiz, Board President; Tom McDermott, Trustee; Carole Ferguson, Treasurer; Jennifer Cottrill, Library Director.

The meeting was called to order at 6:19 pm.

We discussed the monthly financial report format and we will be changing the format in the next few months. We will be grouping like expenses together for a better flow within the financial statements. Christie will be asking the accountant if there is a way to automatically pull the bills for the month from QuickBooks, she is currently manually creating this file. We also discussed changing the name of 2 columns w/in the Financial reports (5<sup>th</sup> column will change from May 19 – current month 19 to YTD and Budget will change to FT1920). I asked for these to change to make it easier to know what the columns represented

We discussed planning for the minimum wage increases that will be needed to ensure we are paying minimum wage by January 1, 2025 to \$15. We will be proposing adjustments for each year and will be presented when the next salary schedule is reviewed. We reviewed the current pay grade assignments and adjustments that are being proposed. We reviewed pay grade reclassifications that will also be proposed at the next salary review. We also reviewed 3 different scenarios' of pay raises based on COLA & market adjustments; CPI and market adjustments; and standard and market adjustments comparing the amounts to the 2020-2021 Salary Appropriation. Jennifer was also reached out to other libraries to inquire if they provided COLA adjustments or not. Many responded they don't use COLA, some use CPI instead, it all depends on what the library can afford. Jennifer will provide a summary handout within the board packets. We were provided a copy of the current personnel handbook policy on raises which states "increases are based on availability of funds". We were also provided a copy of the 2019 LACONI survey data on raises and the projected staff salary raises 2020-2021, which will be addressed at the board meeting in April.

Moved to closed session at 6:30 pm for discussion of projected pay schedules for one or more classes of employees 5ILCS 120/2(c) 2.

Moved to open session at 6:53 pm .

We then moved onto the draft levy and appropriation for Fiscal Year 2020-2021 and how Jennifer calculated the amount we need to request. Jennifer presented the appropriation & levy 2019-2020 information to assist us in reviewing the new levy. We reviewed historical revenues, expenditures, and special levies and levy increases since Midlothian went to Home Rule in 2010. Jennifer provided the 3<sup>rd</sup> draft of the appropriation & levy 2020-2021 and how she determined the numbers provided, including a line to represent the "special fund (borrowed funds)" for the building envelope renovation project. The lawyer will need to write up a resolution to setup the fund (rules of the debt certificates will likely

require us to establish a separate fund to keep this money separate from our general fund) and we may or may not need to create a separate bank account, this is still being investigated. The Levy impact on residential property taxes based on house values in Midlothian was also reviewed.

Meeting was adjourned at 7:45 pm.

Respectfully Submitted,

Carole Ferguson

Treasurer

CF