

**Minutes of the La Grange Public Library
Finance, Personnel and Archives Committee**

Monday, April 13, 2009

7:00 p.m.

Donna Raymond Board Room

Present: Jane Byczek and Bill Coffee

Remote Attendance: Caroline Coryell

Staff: Jeannie Dilger-Hill, Linda Montelo

Other: None

The meeting was called to order by Jane Byczek at 7:12 p.m.

Roll call was taken: Jane Byczek – present. Bill Coffee – present.

Motion: Moved by Bill Coffee and seconded by Jane Byczek to approve the remote attendance of Caroline Coryell. All members approved.

Public Comments regarding items on the agenda: None

Unfinished Business: None

New Business:

Preliminary Budget 2009-2010

Jeannie reviewed the revised Preliminary Budget for 2009 – 2010. Major items to note:

- Interest income is projected to be significantly less than predicted when the levy was passed and the initial budget was prepared. This meant that the staff had to go back, make some decisions and do some tight budgeting.
- The salary scheduled was reconfigured as decided during the initial budget process. All staff will see a raise of 3.9%.
- Linda negotiated our Medical Insurance and the group rate went down 10.2% resulting in significant savings. Dental saved 17.77 %. **Jeannie asked if we would still offer her 60% insurance as per her contract. It was decided that this needed to be discussed in Executive Session at a full board meeting.**
- IMRF increased 16%
- Despite the tightening of the budget, print and nonprint materials were kept at 12%.
- We added \$3000 for furniture needs.
- Linda Montelo negotiated a contract for free copier toner which will save a good deal.
- We will be beginning a three year cycle of replacement for technology equipment.

Caroline questioned the three year replacement cycle for technology equipment. Jeannie said that this was typical of public libraries as the computers receive harsh use from the public. We would be replacing less than 1/3 of the computers as all computers are rotated from staff and public to OPAC use.

Eight machines moved to new building from Shawmut and are over five years old. The committee agreed to ahead and budget for the rotation and decided to review the plan on a regular basis.

Jeannie reported that we have 4-6 months of reserve in working cash.

Motion: Bill Coffee motioned and Jane Byczek seconded that the **Preliminary Budget 2009-2010** be presented to the full board for approval. The motion was approved.

Public comments regarding items not on the agenda: None

Adjourn: Bill Coffee made a motion to adjourn which was seconded by Jane Byczek. The meeting was adjourned at 7:49 p.m.

Respectfully submitted

Jane R. Byczek
Finance, Personnel and Archives Committee