**Waukegan Public Library Finance/Audit Committee Meeting**

Minutes

Wednesday, February 15, 2017

5:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

**Call to Order**

Meeting called to order by Committee chairperson David Villalobos at 5:35 pm.

**Roll Call to Constitute a Quorum**

Roll call taken, present at meeting were David Villalobos, Sylvia England and Claudia Freeman. Also present were: Richard Lee, Executive Director, and Betsy Jung, Controller

**Agenda**

Motion to Approve Agenda of Finance/Audit Committee of February 15, 2017 Meeting was made by Claudia Freeman and seconded by Sylvia England. Motion passed.

**Minutes**

Motion to approve minutes from Finance/Audit Committee of November 16, 2016 was made by Claudia Freeman and seconded by Sylvia England.

Motion to approve minutes from Finance/Audit Committee of January 17, 2017 was made by Sylvia England and seconded by Claudia Freeman.

**Discussion Items**

* Review Year to Date Information May through January 31, 2017

The Committee reviewed the financial information and the credit card detail. Discussion followed.

* Discuss FY2018 Draft Budget

Director reviewed the budget assumptions with the Committee. Controller reviewed both the summary and the detailed budget. Discussion followed. All will be discussed at the Trustee meeting at 6:30.

Motion to adjourn was made by Claudia Freeman and seconded by Sylvia England. Motion passed. Meeting adjourned at 6:12 pm.

Next meeting is scheduled for March 15, 2017 at 5:30 pm in the Board Room.

For questions or comments, please email the Board at [wplboard@waukeganpl.info](mailto:wplboard@waukeganpl.info) or visit the Board’s website at www.waukeganpl.org/board-of-trustees