

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

Wednesday, March 18, 2015

5:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

Call to Order

Chair called meeting to order at 5:28pm.

Roll Call to Constitute a Quorum

Committee members in attendance included Mr. Jesus Ruiz and Mr. John Stein.

Quorum present.

Also in attendance were Ms. Betsy Jung, Controller, Ms. Heidi Smith, Assistant Director, Mr. Richard Lee, Executive Director, and Ms. Linda Gfesser, Recording Secretary.

Agenda

Motion to Approve Agenda of WPL Finance/Audit Committee March 18, 2015 Meeting made by Mr. Stein, seconded by Mr. Ruiz, and passed by the Committee.

Minutes

Motion to Approve Minutes of WPL Finance/Audit Committee February 10, 2015, Meeting made by Mr. Stein, seconded by Mr. Ruiz, and passed by the Committee.

Action Agenda

- Review of FY16 Budget

Reviewed budgetary assumptions and budget worksheets.

Ms. Smith reported on the manager retreat that took place with the goal of discussing and coming up with the budget numbers. Explained that discussion was the key. Management team was in agreement. Ms. Smith explained that time is needed to be put in before a recommendation of shift could be made. Inquiry made regarding if goals are in alignment with our mission. Mr. Lee said he would address this topic at the board meeting. Controller referenced the lack of increases, levy, etc.

Details of summary budget worksheet reviewed. LINKIN service explained and how it has multiplied our "collection". Brief discussion of service explained.

Report of book traffic requested; Ms. Smith to supply to committee.

Ms. Smith reported on the changes in the IT department; use of contract services after IT manager left; cost of contract personnel less than full time employee.

Assumptions and summary will be available for the board meeting members.

- Formalize any Committee recommendations to WPL Board based on above discussions. Committee to recommend to the board to approve the budget as presented.

Adjourn

Meeting adjourned at 5:46 pm.