

GREEN HILLS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
January 19, 2022  
Finance Committee Meeting

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The Green Hills Public Library District Finance Committee met at the Library on January 19, 2022.

CALL TO ORDER AND ROLL CALL

Treasurer Stratakos called the meeting to order at 6:10 p.m. Present were I. Chafee, K. Groark, A. Mohammad, and S. Stratakos.

Also present was Jane Jenkins, Library Director, Sara Horn, Deputy Director, and Roberta Richter, Head of Business Services.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

No visitors

DISCUSSION

*Purchasing Policy:* To allow for flexibility, Administrative staff recommended updating the pre-set limits verbiage in the policy for Library Credit Card and Petty Cash spending limits. The suggested changes would include limits not to be exceeded.

*Closing Petty Cash Checking Account* due to inactivity, recommend to move to operating account.

*Review of Current and Prospective Depositories:* Trustees would like the Head of Business Services to look into adding depositories that allow for competitive, active bidding. Trustee Stratakos agreed to be available to consult. The goal is to invest "cash on hand" monies for a higher rate of return. Jenkins and R. Richter will discuss funds required for the upcoming renovation in relation to deciding on the amount of funds needed on hand. There was further discussion regarding thresholds on the amount of funds the Library should have in savings.

*Personnel Budget Planning: FY 2022-2023* Administrative staff provided information regarding the Library's compensation program goals, salary increase options, and health insurance options. The Library aims to recruit and retain skilled, productive, and dedicated employees, motivate and reward employees to perform their jobs in ways that contribute to the overall success of the Library, and establish and maintain competitive pay practices with regards to salaries and benefits. There was discussion about CPI, tax levy amounts, and increasing the salary structure. Trustee Chafee opined that from year to year employees should have the ability to live the same lifestyle.

S. Horn discussed her work on the impact of salary changes on the budget, increasing the Library's full time equivalent by elevating current part-time positions and adding new full-time positions to the roster, and ensuring that the Library is on track with future minimum wage requirements. S. Horn will bring information to the committee regarding possible health insurance changes, including cost-sharing and plan options. The committee directed J. Jenkins to come back with Administration's wish list. They agreed that funds should be put towards operations and liked the idea offering health insurance options.

There was further discussion about planning for the future, including a possible satellite, 24/7 location.

J. Jenkins will bring a copy of the Strategic Plan to the Regular Board Meeting.

ADJOURNMENT

There being no further business before the Committee, Treasurer Stratakos adjourned the Finance Committee Meeting at 7:18 pm. Upon a voice vote all trusted voted "aye." Motion carried.

Prepared and submitted by,



Roberta Richter, Head of Business Services