

**ROLLING MEADOWS LIBRARY BOARD  
FINANCE COMMITTEE MINUTES  
5:45 P.M. – TUESDAY – JUNE 7, 2022  
ADMINISTRATION OFFICE/COMMUNITY ROOM**

**I. Call to Order**

Library Board Treasurer Peg Webb called to order the Finance Committee Meeting at 5:45 P.M. in the Library Director's office.

Present: Mary Constance Back, Readers Services Director; Jennifer Collette, Reference Services Director; Julie Tang, Financial Services Coordinator; Lucia Khipple, Youth Services Director and Kevin Medows, Executive Director.

Board member Erturk joined the meeting at 6:17 P.M.

Absent: Arroyo

**II. Review and Comparison of This Month's Checks to the Check Register**

Ms. Webb and Ms. Tang reviewed selected invoices, compared all checks to the Check Register, and Ms. Webb signed the approved checks.

**III. Approval of Minutes from the Last Finance Committee meeting.**

Ms. Back moved that the corrected minutes from the last meeting be approved. The motion was unanimously approved on a voice vote.

**IV. Meeting Open to the Public for Twenty Minutes**

The meeting was open to the public for twenty minutes. No one from the public addressed the Board.

**V. Unfinished Business**

There was no unfinished business.

**VI. New Business**

**A. Review 13-Month Combined Non-Capital Fund Balance (Target vs. Actual)**

The Committee reviewed current non-capital fund balances.

**B. Review of Budget vs. Actual Report**

The Committee reviewed the Budget vs. Actual Report.

**C. Review and Approval of Current Income & Expenses**

Ms. Collette moved that expenses for May 2022, in the amount of \$312,284.21 as presented in Attachment A – 06/07/22 be approved for submission to the Library Board. Staff answered questions regarding this month's invoices, and the motion was unanimously approved on a voice vote.

At 5:53 P.M., the meeting was briefly adjourned and reconvened in the Community Room for a discussion of the library's annual audit.

**D. Annual Audit Report Presentation – Judy Walther, CPA, ATA Group**

At 6:03 P.M., the meeting was reconvened in the Community Room with Library Auditor, Judy Walther, CPA, ATA Group. Board President Jean Threadgill, Board Members Rubinkowski, Vange, Semple, Kremer; Steve Rossi Director of Technical Services; Sharon Montague Director of Special Services; Mary Sebela, Director of Circulation; Kristin Troy, Administrative Services Coordinator and Karen Levenson, Administrative Associate joined those already present

Ms. Walther presented the annual audit report. Ms. Walther noted that last year McClure, Inserra & Co. merged with ATA Group. She summarized her findings and stated that the Library received a clean audit report. Ms. Walther and the Finance Committee thanked Financial Services Coordinator, Julie Tang, for her excellent work throughout the year. Ms. Threadgill and Ms. Webb thanked Ms. Walther for the thorough presentation and excellent work on behalf of the library.

**VI. Adjournment**

Ms. Khipple moved that the meeting be adjourned. On a voice vote, the motion was unanimously approved and the meeting adjourned at 6:37 P.M.

Approved \_\_\_\_\_ Date \_\_\_\_\_

Peg Webb, Chair, Finance Committee  
Rolling Meadows Library Board