

## SHARE Finance & Policy Committee Meeting

Wednesday, March 14, 2019 at 11:00 a.m.  
Illinois Heartland Library System  
6725 Goshen Road, Edwardsville, Illinois 62025  
(618) 656-3216

### Minutes

**Call Meeting to Order and Roll Call:** The meeting was called to order at 11:06 a.m. by Jill Pifer.

In attendance: Amy Byers, Janet Cler, Esther Curry, Anita Driver, Jill Pifer, Miranda Shake, and Diane Yeoman.

Absent: None.

IHLS staff in attendance: Cassandra Thompson, Colleen Dettenmeier, Adrienne Elam, Rhonda Johnisee, Cheryl Noll, and Shirley Paden.

**Approval of Minutes from the November 08, 2018 Meeting:** Diane Yeoman made a motion to approve the minutes and was seconded by Amy Byers. Motion passed.

#### Old Business:

- **Member Vote April (eResource Fee Scale):** Cassandra Thompson explained that the planned March Member Meeting has been delayed, since one proposed policy was dropped. The group discussed member comments on the revised scale. One suggestion was to add an option for libraries to choose to send additional funds in excess of their fees for collection development. The scale was again reviewed. Since libraries are in the midst of budget season, it was determined that it is too late to revise this year, and suggested further review for FY21. The group determined it would help library directors better plan for potential increases. Janet Cler made a motion to keep the existing fee scale the same for FY20. Esther Curry seconded. The new scale will be tabled until the next meeting.
- **FY21 SHARE Fee Scale Options:** The committee discussed the need to increase future SHARE Fees, including challenges to members regarding minimum wage and possible changes in revenue due to census. The committee also considered a potential scholarship program for those libraries with extremely limited budgets (under \$10K). The committee discussed if these libraries are financially viable and if they have the community support to make this a worthwhile endeavor. The committee discussed a variety of fee increase options, including a possible phased-in increase. Cassandra Thompson will bring a proposal to the next meeting.
- **Other:** None.

#### New Business:

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- **SHARE Budget Update:** Adrienne Elam gave the committee a review of the February Statement of Revenues and Expenditures. The revenues are at 96.4% of the budgeted amount, with 99.8% of fees collected. She stated interest rates have been very good, which has led to higher than projected revenue in that category. YTD expenditures are projected to be below budgeted amount for the year, due to a staff position that was budgeted for a full year, but only filled in March. IMRF and insurance rates are also down, which will also lead to a projection of the SHARE fund having a positive balance of \$99,927.80 at the end of the year. SHARE has enough funding to operate for 6.1 months, before the anticipated \$300,000 transfer from IHLS in June. One discrepancy was to the Other Revenue line item. The actual is significantly lower than the budgeted amount. This is because this revenue is from administration of the CMC grant, which was not received by 2/28, but has since been received. She also reviewed the Statement of Net Position, explaining unrestricted funds, reserve funds, and committed funds (eResources).
- **IT Update:** Cassandra Thompson gave an update on behalf of Troy Brown and shared the status of a new backup server. The server has been purchased and configured. The SHARE IT staff are planning a daytime installation and it is not anticipated to interrupt SHARE functions. The committee asked Cassandra Thompson to extend thanks to Troy Brown for excellent service and keeping costs within budget.
- **Minimum Wage:** This topic was discussed during the SHARE FY21 Fee Scale Options portion of the meeting.
- **Minor Changes to Voting Process:** The committee reviewed the proposed changes to this policy. Anita Driver made a motion to recommend the changes move to member comment. Jill Pifer seconded. All yesses. Motion passed.
- **Meeting Schedule:** Cassandra Thompson asked the committee to consider moving the meeting up, in order to meet before the SHARE Executive Council to move business forward more efficiently. The Finance Department cautioned the move stating that the previous month's financials would not be available earlier in the month. Cassandra Thompson will review with the SHARE Executive Council for a better meeting date.
- **July Meeting:** Will meet as expected on July 11, 2019 at 10:00 a.m. May meeting will be canceled or rescheduled, since it conflicts with IUG.
- **Special Meeting:** The SHARE Executive Council invited the Finance & Policy Committee to a special budget review meeting on April 10, 2019 at 2:30 p.m. before the SHARE budget moves forward to the IHLS board for approval. The Finance & Policy Committee, due to the cancellation of the May meeting, will also call a special meeting on April 10, 2019 at 1:00 p.m. to discuss the eResources Fee Scale and a potential SHARE fee increase in the future, which will follow into the later budget review meeting.
- **Other:** None.

**Public Comment:** None.

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**Announcements:** None.

**Next Meeting:** Wednesday, April 10, 2019 at 1:00 p.m. via Zoom, immediately followed by the SHARE Executive Council meeting at 2:30 p.m., also via Zoom. The next regularly scheduled meeting will be held on July 11, 2019 at 10:00 a.m.

**Adjournment:** Diane Yeoman made a motion to adjourn, and Amy Byers seconded. The meeting adjourned at 2:10 p.m.

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