

**Western District Library
Finance Committee Meeting Minutes
Thursday, June 13, 2019**

In attendance were Jan, Rod, Kathi, and Jennifer. Meeting commenced at 10:00 am. Jennifer started discussion with several issues she's encountered, this week in particular, related to library financial information and access thereto, to wit:

1. Jen has no access to view bank account balances, which presents problems with expenditures needed as fiscal year draws to a close, and more broadly, for her to monitor throughout the year. Exemplifying the effects of this problem are the recent flooding in basement of library and unanticipated concomitant expenses for cleanup and preventive measures.
2. She also has no viewing access to Quickbooks, which would enable her to compare numbers there with actual bank balances and activity. Reports provided by Jeff Dahl are for previous month, so do not give picture of current/recent expenditures or balances. Again this prevents her from monitoring status and accuracy of data using comparative information between bank and Quickbooks. Also, if Jen receives an FOIA request for financial information, she may not be able to comply in a timely manner, given Jeff's somewhat limited availability.
Jen expressed concern that, since all financial data resides only on Jeff's computer, critical information might be lost if he suffers a computer failure. Secondly, but no less importantly, having all information exclusively in any one person's purview is problematic for accountability.
3. Along with lack of access to information, Jen noted that she has no access to checks, should an emergency need arise. She does have a credit card, which she has used, but some service providers may not accept plastic as payment.
4. The library received notification from Iowa Department of Revenue that quarterly withholding tax report was not filed or paid for taxes withheld from Jen's salary. She has made repeated attempts to contact Shelly Tax & Accounting (in Goose Lake, IA), the firm that Jeff hired to compile withholding and net pay, then to file the quarterly federal and state reports. No one has responded to Jen's phone messages, and there is an urgency to the need to file and pay IA Dept of Revenue, as penalties and interest accrue till amount is paid.

The committee discussed the issues and worked to remedy as follows:

1. Rod called the bank and confirmed that someone with authorization needs to accompany Jen to get her a fob for account viewing access. He is on a tight schedule today, so arranged to go with Jen on Monday to set her up with viewing access to the bank account.
2. Committee discussed Jen's suggested alternative for Quickbooks access, namely to switch to QB online version. She's talked with other library directors who have made this change. Rod called Jeff during meeting to confirm that (a) Jeff is backing up the data, which he said he downloads to a flash drive, which he stores in a safe, and (b) if Jen assists in the data conversion, he will then use the online QB. Jen reports that access can be set up for up to 5 users in different capacities (with differing permissions). Committee agreed this seems to offer solution to problems in item 2 above, so Jen will investigate further and report to the trustees at the June meeting to seek board approval.
3. Finance committee members feel that it may be useful for Jen to get a few blank checks to have at hand, should the need arise. She would still need to get second signature on any checks written, which provides accountability protection.
4. Jan called Shelly Tax & Accounting, left voice mail message regarding the tax problem, asked that they call Jen at the library. They did return the call later during the meeting, and they

advised Jen that they will get the delinquent withholding tax return filed immediately. No explanation was offered for the failure to do so before now.

Having dealt with these rather pressing issues, the committee moved on to discuss the rough working budget that Jen presented. Income/receipt numbers were accurate, no real questions raised. Primary expenses brought to the table were:

- Payroll: Jen had compiled projections for payroll total using several different options for raises, both with and without raises for herself. She learned in the meeting that Jeff is paid as an employee, so she needs to rework the numbers, which had been prepared on the assumption that he was paid as a contractor. The committee discussed
 - (a) whether to automatically grant staff raises every year,
 - (b) whether director's hours should be increased from current level of 32 hours/week to as much as 37.5 hrs/week,
 - (c) how to deal with Bill Stropes' limitations in completing outdoor work (mowing/snow removal).
- Other expenses:
 - (a) Jen proposed an increase in mileage & travel expense (from \$600 to \$2,500) to facilitate more staff and director training opportunities.
 - (a) The working budget showed \$5,000 for new computers in the Computer Devices item, but board suggested this should be covered from the Special Reserve account, which allows for such expenditures. This will be presented to the board to approve moving funds for payment.
 - (b) Jen requested legal expense allowance (\$4,000) to accommodate updating of policy manual, which hasn't been done for several years. Committee concurred.
 - (c) Proposal included increase in Professional consulting from \$100 to \$1,500, to enable Jen to work with the human resource consulting firm to create/update HR policies.

Jen agreed to make adjustments as discussed above, forward revision to payroll and working budget to the committee before the next board meeting.

Meeting was adjourned.

Respectfully submitted,
Kathi Parrish
Finance Committee member