

**Board of Trustees
River Forest Public Library
Finance and Development Committee Minutes
Thursday, December 8, 2016
7:30 pm**

Present: Joan O'Connor, Tom Smedinghoff, Katie Bevan, Director Sue Quinn, and staff member Joanna Bertucci.

Call to Order: Trustee Smedinghoff called the meeting to order at 7:40 pm.

Minutes:

Trustee Bevan moved to approve the minutes from the October 8, 2016 meeting. Trustee O'Connor seconded the motion, and the minutes were approved.

Old Business:

- a. Review of Draft Financial Policies
 - The Committee discussed the minimum number of months of operations reserve that the library would maintain as outlined in Section II (B) Library Funds. According to a recently completed Government Finance Officers Association (GFOA) Risk Assessment survey, RFPL is relatively low risk. The GFOA Risk Assessment Survey showed that RFPL faces minimal risk to retain through operating reserves. The GFOA recommends a target equal to 16.6% of revenues/expenditures for government bodies with our risk profile. A minimum level of 3 months (25% of operating expenditures) held in operating reserves would put us well above the GFOA target. Committee members agreed that the policy would state that a minimum of 3 months of operations reserves should be maintained at all times. Trustee Bevan requested that Quinn share a copy of the GFOA Risk Assessment Template with the Committee members so that a synopsis may be presented to the full Board in January.
 - The Committee reviewed the remaining financial policies and Trustee Bevan will review them further with Trustee Hill at the next meeting of the Policy Committee.

- b. Draft Budgets
 - Committee members reviewed the draft operations budget for 2017-2018 and a draft five-year capital budget. In February, the Board will review the (final) draft budget and the final budget will be voted on in March 2017.
 - Trustee Bevan moved that the Board transfer the \$93,414 overage from the FY15-16 (ending 4/30/16) into the Capital Improvement Fund. Trustee O'Connor seconded and the recommendation will be brought to the full Board for roll call approval in January 2017.

Adjournment

- At 9:15 the meeting was adjourned.