

ELMWOOD PARK PUBLIC LIBRARY  
MINUTES OF THE FINANCE COMMITTEE MEETING  
Thursday, April 9, 2020 at 8:00 p.m.

1. Committee Chair Elsa Volpe called the meeting to order at 8:00 p.m.
2. Upon roll call, the following were present by video or phone:  
Trustee Committee Members: Elsa Volpe, Peter Fosco, and Michelle Mondia  
Other Trustees: Chris Pesko, SK Narayan, Diana Gordon, and Marisa Santangelo  
Also present virtually: Director Tiffany Verzani and Asst. Director Jason Stuhlmann
3. Public Participation: none
4. Old Business: none
5. New Business:
  - a. FY20-21 Draft Budget scenarios
    - i. Director Verzani explained that while we are looking at different budget scenarios based on potentially less income, we should still be submitting the full levy and appropriations amount to the Village as approved at the Village Budget hearing, so we still have the full amount levied and budgeted for.

The original plan (“working budget”) is what we will approve at the regular April Board Meeting, and includes the full income and expenses as originally planned, with the exception of a few numbers reallocated in anticipation of more cleaning supplies, increased unemployment payments, etc.

Plan B is based on receiving 10% less tax income, and therefore reflects reduced raises, and cuts to materials, programs, staff development, and supplies. Plan C is based on receiving 3% less. Both plans also reflect less income due to being closed, so copier, fax, and fine income will all be less. Director Verzani explained that she will continue to review and try to merge Plan B and C into one reduced budget to start the new fiscal year with. Then based on the actual income we see this fall we would identify areas to increase and move as closely as possible to the Original/Working Budget.

Chris Pesko reviewed the budgets as presented, and verified that we want to keep paying & retaining staff as long as possible by reducing other line items. He suggested that if we were to have vacant positions open up that we should not refill them immediately. He also asked that we consider any staff changes that might be made if there are early retirements or other staff decide not to return. Director Verzani said she and the Business Manager are attending webinars to learn about such options and the legal and HR considerations to ensure such decisions are made consistently and objectively and not have any adverse effect on a protected class.

There was some more discussion about spending, and Director Verzani explained that, if needed, we could also use the Building Fund to pay for items, contracts, etc. that were

building related. This would be a last resort as we are trying to build up savings in the Building Fund for our future capital projects, including roof, carpeting, etc.

b. FY20-21 Village Levy

- i. As explained previously, we should still levy and appropriate the full amount, so that if all the tax money does come in, we will be able to spend it. Chris Pesko asked a question about the actual document in regards to a statement about hiring, and asked folks to review it for the next meeting. He also asked about the timing, and Director Verzani explained that we approve the Working Budget and send to the Village in April, they will approve with their budget in the summer. The Library used to reapprove the budget in the fall, but the Village Finance Director has said this step is not necessary.

Elsa Volpe made a motion, seconded by Michelle Mondia, to accept and recommend to the general Board, the levy and appropriations as presented.

Ayes: 3                      Nays: 0                      Absent: 0

Motion carried.

c. FEMA/IEMA Reimbursements

- i. Director Verzani explained there is an opportunity to apply for reimbursement funding for libraries, and that we will be applying for items related to increased cleaning costs.

6. There being no further business before the committee, Michelle Mondia made a motion, seconded by Elsa Volpe, to adjourn the meeting at 8:30 p.m.

Ayes: 3                      Nays: 0                      Absent: 0

Motion carried and the meeting was adjourned.

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Elsa Volpe, Committee chair

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Date filed (Office)