



# ZION-BENTON PUBLIC LIBRARY

## BUDGET AND FINANCIAL COMMITTEE MEETING

Zion-Benton Public Library District  
Meeting Room B  
Tuesday November 19, 2019 at 6:00 PM

### Minutes

Present: Wendy Driver, Rosemary Kauth (Chair), and Mick Jacobsen (staff)

The meeting was called to order at 6:04pm.

- Discuss Library Audit

Mr. Jacobsen reviewed the Management Letter sent by the auditing firm. He mentioned that this is the first year with this auditing firm and he and the team have been pleased with them. They have a few suggestions we anticipate implementing in the future. The Auditor will be at the Board Meeting and will walk the Board through packet and take questions.

- Review the Library's budget year-to-date

Mr. Jacobsen and the Committee went through the Treasurer's Report line by line. He explained overages and other places where he believes money can be saved. The Committee complimented him on his fiscal responsibility and his motto "every penny counts."

- Review the FY 18-19 Receipts and Disbursements Report

Mr. Jacobsen explained the report.

- Discuss Anniversary Bonus Policy or Procedure and whether awards should be given retroactively

Mr. Jacobsen explained that it was once the tradition to provide bonuses to staff who for longevity. He asked the Committee for permission to restart this program and they agreed.

The plan is to once a year provide bonuses during the Staff Training Day pay period (in the pay check), \$10 per year of service, rewarded at 5, 10, 15, 20, 25, 30, 35, 40, etc. dates. The Committee also asked him to reward those who did not receive bonuses because of the lack of clarity and knowledge going back to when the interim director was employed.

Discussion on the approval of minutes also took place. Mr. Jacobsen will provide minutes at the Committee meetings for approval.

The meeting ended at 7:03 pm.



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The next meeting will take place 1/21/2020 at 6pm.

Submitted by  
Mick Jacobsen