

Belleville Area District Library Board  
Finance Committee Notes  
Wednesday, April 6, 2011

In attendance: Elaine Gutierrez, Joy Cichewicz, Jerry Kruse, Debra Green and Mary Jo Suchy.

The meeting convened at 6:08 p.m.

Fund Balance software was installed on three of the library's computers. Training will be scheduled. Jerry Kruse will come out to help assign account numbers for the different budget categories.

The new administrative assistant, Donnelle Lemke, has been hired and will begin on April 11.

The library's accounts through Chase are currently 100% protected but are not getting any interest. A savings account backed by U.S. Treasury Bills needs to be set up. Jerry Kruse will help set this up with Chase.

It would be beneficial to get a copy of the library's data from the city's Fund Balance software. A vendor will be needed for payroll.

Jerry Kruse is recommending that Adam Mall be paid \$27.00 per hour to start and \$30.00 per hour after six months. He will be a contract employee. Adam will submit a proposal at the next board meeting.

The committee went through the Brighton District Library's Accounting Policy point by point and proposed changes to make it work for Belleville.

Meeting was adjourned at 9:30 p.m.