

Harvey Public Library District's Finance Meeting Minutes

February 9, 2017

Finance Meeting

CALL TO ORDER

President Patterson called the meeting to order at 5:47pm.

ROLL CALL

Members Present: Mauzkie Ervin, Jerlene Harris, Barbara Fields and Roberta Patterson

Absent: Tamika Price, JoAnn Nesbitt and William Whitaker

Trustee Harris states that on the January 12, 2017 minutes shows a charge of \$25,000.00 from the financial adviser. She asked, Director Flowers didn't she add \$40,000.00 to the projected budget for the financial advisers?

Director Flowers states that she did add \$40,000.00 to the projected budget for the financial advisers because when the invoices come in HPLD have no way of knowing what that invoice will total. She states that the \$25,000.00 fee was only one (1) fee and there will be more to come and that's why \$40,000.00 for the financial advisers was added to the projected budget that the board approved.

Trustee Harris states that she will like for the director to start giving a timely report of what the financial advisers are doing and their charges. She states for the record that she will like a copy of the invoices from the advisers as soon as it's received.

Director Flowers states that this is what HPLD has been practicing. She states when the financial advisers submit their invoices we enter that invoice into SAGE accounting system, and then run the reports. Director Flowers states that after reports are ran we prepare packets for the board to review.

APPROVAL OF PREVIOUS MONTH'S FINANCE MINUTES

Trustee Harris states that on page one (1) of the Purchase Journal there's a charge for audit fees in the amount of \$11,338.00. She asked what years were covered in that audit for those charges.

Director Flowers states that it was 2015/2016 audit that HPLD was charged for that amount.

Trustee Price asked, who is overseeing on confirming the bank reconciliations, the cancelled checks, the financial statements etc. an ongoing basis?

Director Flowers states that Treasurer Nesbitt comes in the day before the meeting and review invoices and sign the checks for those invoices.

Trustee Price asked, Director Flowers if she had implemented a vacation policy?

Director Flowers states that this was just brought to HPLD management as an internal control last month and no the policy has not been updated.

Trustee Harris states that she's on page one (1) of the Purchase Journal, a charge for Renewal of Workers Compensation Insurance for \$4,265.00. She asked, what period does that cover?

Director Flowers states that it covers this fiscal year, which is 7.1.2016-6.30.2017.

Trustee Harris asked, when will the storage units be emptied out?

Director Flowers states that there are some things in storage that cannot fit in this building. She states that there's a lot of old furniture in the units.

Trustee Harris states that she will like a picture of everything that's in storage and an inventory list of what's inside the units.

Director Flowers states that some months back when this subject arose about the units and inventory she supplied the board with a list of items and pictures. But, if they like she could give the information to them again.

Trustee Harris asked, what was the charge for Hauser Izzo, LLC?

Director Flowers states that these are legal fees for tax objections. She states that this is when people in the community are objecting to their taxes, he's the attorney that was brought in by the previous board to handle tax objections.

Trustee Harris asked, Director Flowers if the DVD's and books be separated for a total on the Purchase Journal?

Director Flowers states that going forward the DVD's and Books will be separated on the Purchase Journal.

Trustee Harris states that she read somewhere in the minutes that President Patterson (Secretary Patterson at that time) stated that the citizens of Harvey should have free access to line dancing. She asked, if she could get a record showing who attended the classes, residents and non-residents?

Trustee Price asked, Director Flowers what happens to a staff members unused vacation time?

Director Flowers states that vacation time doesn't roll over. She states that if a staff member don't use their vacation time by January 31 then they lose it.

Trustee Fields states that on page three (3) of the Purchase Journal there was an invoice for Dorothy Arnold in the amount of \$525.00 and asked, was that the final payment?

Director Flowers answers, with yes.

Trustee Harris states that on page one (1) of the General Ledger there's a charge in the amount of \$3,906.06, what is this for?

Director Flowers states that this is our annual fee for HPLD's databases.

Trustee Harris asked, if the \$7,000.00 charge from Sycamore Advisors was an addition to the \$25,000.00 invoice?

Director Flowers answers, with yes.

Trustee Fields asked, what is the \$381.00 charge from Aramark Uniforms for?

Director Flowers states that this is HPLD's the bi-weekly rug cleaning charge. The name of the company is Aramark Uniform Services but they also offer other services other than uniforms.

Trustee Harris asked, if there could be a breakdown of what the fine fees are?

Director Flowers states that the cash register only has one (1) key programmed for fines and patrons could only be charged fees for late books and DVD's.

Trustee Ervin made a motion to approve the previous month's finance meeting minutes and was seconded by President Patterson.

Roll Call Vote:

Ayes: Mauzkie Ervin and Roberta Patterson

Nays: Tamika Price, Jerlene Harris and Barbara Fields

Abstain:

Absent: JoAnn Nesbitt and William Whitaker

Motion Failed.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 6:34pm and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker, JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent:

Meeting Adjourned.