

HARVEY PUBLIC LIBRARY DISTRICT
AUGUST 8, 2019
FINANCE COMMITTEE MEETING

CALL TO ORDER BY BOARD VICE PRESIDENT, TAMIKA PRICE: 6:15PM

ROLL CALL

Present: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Treasurer JoAnn Nesbitt, Vice President Tamika Price

Absent: Trustee William Whitaker, Secretary Charwana Morgan, President Roberta Patterson

1. DISCUSSION OF BILLS, INVOICES AND OTHER FINANCE/ACCOUNTING MATTERS

Trustee Jerlene Harris questioned the amount of \$1,567.60 deducted from First Merchants Bank on July 30, listed as administrative expense. Interim Director Antonia McBride explained it is the monthly cost from LEAF, copy equipment service.

Vice President Tamika Price asked for explanation about a \$1500 invoice from Lauterbach & Amen for 10 hours of work. McBride explained that Lauterbach still had outstanding invoices for accounting services performed earlier in the year. She reminded the trustees that payment was being withheld until Lauterbach provided a detailed description of the accounting work performed. Lauterbach finally provided the written detail, provided in the current board packets. Harris stated payroll work was completed with the audit for 2018.

Harris continued discussion on the Lauterbach invoices, trying to determine if additional work, aside from auditing and accounting was performed. McBride stated payroll information needed to be cleared in order to fully complete the audit.

Harris questioned payroll data dated July 19 and August 2; determining what each employee's rate of pay, hours worked and vacation hours.

Price requested the trustees consider the discussion of an increase of salaries; because payroll details paint a different picture than what is thought when you see how each is affected with the cuts. Harris agreed with the discussion. Trustee Mauzkie Ervin stated he would prefer to wait and see how finances change in the future.

Price asked about roles of the two temporary staff members the District hired. One was Circulation and the other Accounting. Both temp members had since resigned and only one person was brought in as a replacement, working 15 hours per work.

Harris asked about Acacia, financial advisors, where they stated discussion with other representatives within the agency. Harris & Price asked for follow up to determine what why discussion is happening among Acacia and not directly with the District.

Harris asked why the water bill increased. McBride stated it is the first month a city employee read the meter, it is not an estimated bill.

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Harris asked about the ComEd bill, where it states we owe \$32,302.81, number of remaining payments is 20. Citizens are concerned about outstanding accounts. McBride stated the payment plan is \$32,302.81, which is down from the original \$70,000 before a scheduled payment arrangement. The arrangement is for 24 months, we've paid four months under the arrangement. Price stated it is a good thing that the debt is shrinking.

Harris asked about a Demco past due invoice. McBride stated the original invoices were dated in 2017, itemized to show what was purchased at that time. Further discussion ensued until it was determined that all answers appear on the invoice.

Ervin was concerned about increasing payroll and suggested sharing staff from neighboring libraries. McBride stated that would still increase payroll because they would not work as volunteers. Price explained that perhaps Ervin was suggesting that in place of paying Accountemps Agency. McBride stated she posted a position on RAILS. At that time, no response.

Harris asked about the HVAC replacement, looking over the information provided by a contractor. McBride stated because it is a project over \$25,000, the job has be put out as RFP. Ervin suggested moving that discussion to an agenda item for the next meeting.

Harris asked about Nelson Fire Protection inspection. McBride stated because she was not part of the inspection, nor present at that time, she could not answer any questions. It was suggested that follow up be done with facilities manager, Daryl Crudup. Ervin stated it is an annual sprinkler and fire equipment inspection and it determines we are in compliance.

Harris said she wants more transparency of the Sam's Club account and purchases. McBride stated the account statement lists how much is spent, so she provides copies of receipts of actual items purchased; there is total transparency.

Harris stated she needs more time for preparation prior to the meetings, and include Attorney Dee Jarad provide guidance on ensuring packets are delivered in a timely manner.

PUBLIC PARTICIPATION

Charwana Morgan suggested instead of using a temp agency, can we inquire if the temp employees would be interested in working directly with the library. McBride stated she has inquired and while temps may be interested in working with us directly, they are not willing to work for the pay rate offered. Morgan asked if Accountemps are more interested in working for less, rather than for the library. McBride stated through the agency temp employees receive benefits and are paid on average of \$17 per hour. Which is more than what the District pays. Morgan asked if positions are posted externally. McBride stated RAILS is utilized to post positions. Price asked if we could post positions in libraries directly. Morgan asked if we reached out to local colleges and if the position is on the District's website. McBride answered the posting is on the library's website and one new employee is a current student from South Suburban College.

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Price requested follow up on the following items:

- Request discussion on making adjustments to salaries
- Getting answers from Acacia per Harris
- RFP information for HVAC replacement
- All invoices from Lauterbach

Finance Committee Meeting adjourned at 7:03pm.