

HARVEY PUBLIC LIBRARY DISTRICT  
FINANCE MEETING

Thursday, March 14, 2019  
Meeting minutes

AGENDA

**I. Call To Order: 6:12pm**

**II. Roll Call:**

Present: Mauzkie Ervin, Jerlene Harris, Charwana Morgan, Tamika Price, Roberta Patterson

Absent: William Whitaker, JoAnn Nesbitt

**III. Financial Discussion**

Trustee Jerlene Harris questioned withdrawals on the monthly bank statement for payroll. Interim Director Antonia McBride explained ADP collects two deductions per pay period; one for employees' payroll, the other for payroll taxes. Harris questioned the Lauterbach & Amen invoice, stated the \$6600 did not explain exactly what was done, an itemized invoice is needed. Harris questioned the invoices for LEAF.

Trustee Charwana Morgan asked about the ComEd bill. McBride stated that bill would be discussed during the regular board meeting.

Harris asked about invoice for TechSoup. Harris asked to walk through the library to ascertain all equipment and materials which the library possess now that the storage units were eliminated. Harris asked about Gallagher invoice. McBride explained Gallagher is the building insurance and the invoice covers the annual premium.

Harris asked about the invoice for Department of Employment Security. McBride stated ADP completes reports on behalf of the library, but underpaid \$4,645.87. McBride stated she requested reports from ADP going forward to ensure all taxes are covered. Trustee Charwana Morgan asked about credit that also appears on the statement. Other trustees agreed the credit was applied to the amount owed.

Harris questioned Mernard's invoice, she requested a register receipt to compare against the invoice. Harris asked about the amount due to OverDrive. McBride stated OverDrive is a bill that has been behind since 2017, the District has been slowly working toward paying arrears in addition to current billing. Harris stated instead of bonuses and raises, the District should clean up what is owed. Harris stated the board started learning about missed payments in May 2018, although bills were voted on and approved each month.

Harris questioned the water bill, what is the actual amount due. McBride stated \$171.60. Harris asked about signs created to promote the library's meetings. She also questioned an invoice for All Right Signs. McBride stated that is an invoice dating to 2017. Harris asked about Proven IT, questioning whether that is a new contract. McBride stated the contract started in 2015 or 2016, the invoice is for service to the copiers.

Trustee Ervin asked about the Merts quoted on heat exchangers (9 replacements for \$20,853). McBride stated more quotes are being collected. Harris asked about Nicor, \$944.47. McBride stated the amount shown on the Nicor bill is not accurate, the amount written is current.

Secretary Tamika Price asked for more information on Merts, two bills or quotes. McBride stated there is an invoice for a service call and the other is a quote for heat exchangers.

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Harris requested check register to compare against checks written. McBride stated that information will be part of her Interim Director's Report during the Regular Board Meeting.

After no further questions, Patterson called for a motion to adjourn the Finance Committee Meeting. Ervin made the motion and was seconded by Morgan.

**IV. Adjournment**

**Roll Call Vote**

Ayes: Ervin, Harris, Morgan, Price, Patterson.

Nays:

Meeting adjourned at 6:48pm.