

HARVEY PUBLIC LIBRARY DISTRICT
OCTOBER 10, 2019
FINANCE COMMITTEE MEETING OF THE WHOLE

CALL TO ORDER BY BOARD PRESIDENT, ROBERTA PATTERSON: 7:08PM

ROLL CALL

Present: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Secretary Charwana Morgan, Vice President Tamika Price, President Roberta Patterson

Absent: Trustee William Whitaker, Treasurer JoAnn Nesbitt

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

Trustee Jerlene Harris questioned an invoice for Anderson Pest Control. What do they exterminate, how often do they perform duties and whether it was a contract the interim director signed. Harris requested seeing the contract for the new company.

She questioned the water bill, stating it appeared incorrect because it was so low. Secretary Charwana Morgan mentioned it could be low because of the usage; people are not washing clothes and other activities done at one's home. Trustee Mauzkie Ervin agreed, stating the system is energy efficient.

Harris further questioned invoices for Coast to Coast, (items purchased as give away for patrons); ComEd, bill and payment overlapped so it appeared that the invoice was more than shown on the current bill. Harris asked if the current bill reflects deductions from the \$70,000 bill. Interim Director McBride explained that the total bill is not \$70,000, but the reduced amount of \$32,000 after negotiating a payment plan. The District currently pays towards the payment plan in addition to the current monthly bill. President Roberta Patterson asked what is the average monthly cost. McBride replied \$2100 for regular bill, and add the payment arrangement.

Harris asked about the print and digital versions of the newspaper subscriptions; the invoice for one book; Illinois Library Association issue of posting records online so people do not need to FOIA information; Attorney Dee Jarad's appearances for meetings. President Patterson stated Harris asks the same questions every month and if she cannot complete questions by 7:39pm, we have to move on. Harris continued to question invoices for the financial advisors; bond council; Quality Alarm and whether the system is used through wi-fi or telephone lines; Sentinel; SWAN; Regions Bank's different accounts, what is tax escrow, and monies received from Cook County.

McBride stated she will look into the newspaper subscriptions. Regarding ILA and posting records – some financial records do appear on the District's website. Jarad's invoice provides a breakdown on the time in which she appears for every meeting and no further explanation is needed. Bond council and the financial advisors bill according to their aforementioned hourly rates, which appears with detail on invoices. The alarm system is tested on a regular basis, but McBride will follow up with the facility manager and IT Department to determine if the system works through wi-fi or traditional telephone lines. Regions Bank statements are provided regularly and is updated regularly

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when funds are deposited from Cook County. The tax escrow account is different from the debt service account in that the tax escrow should not be used unless debt service payment cannot be satisfied.

Harris questioned the First Merchants general fund account questioned the number of withdrawals did not match what is listed on the account. McBride stated Harris must look at electronic withdrawals, payments made with the debt card, in addition to all checks presented. McBride selected amounts and matched them with checks to ensure all withdrawals were accounted for.

Harris stated bank reconciliations are really needed to determine if the accounts are accurate. McBride explained that she informed the Board about the issues still occurring when the District's servers were hit with ransomware. Data is still being updated and reports will again become available as soon as possible.

Patterson said bank statements and invoices are presented, what more information is needed to see transparency. Patterson stated if Trustee Harris needs more information she should make an appointment to speak directly with the interim director.

Harris asked why was staff paid directly from general fund. McBride explained there was a technical difficulty between ADP and First Merchants, so people would have to get paid late if she waited for the regular checks to be released. Instead she wrote checks from the general fund that was net pay; ADP deducted taxes.

Patterson asked if there were additional questions. Harris asked about Lauterbach & Amen invoices. Patterson stated this is the same question you asked every month. McBride stated their invoices were presented in previous board packets. Harris requested details of the invoices, which was provided. In October Lauterbach's invoices were again presented and the board voted to pay all bills. Harris stated she wants to see invoices before payment and include another copy of the invoice with the cancelled check.

Patterson asked if there were additional questions. Vice President Tamika Price asked McBride to look into alternative payment for LEAF, the copier service, so it does not appear on the bank statements that payments are made directly to the interim director. (When payments are made online, the statement appears as administrative/mcbride; Price requested an alternative). McBride agreed.

Harris asked about deposits into another Merchants Bank account. She wants to know how money is generated – selling books, baby showers, fines etc. McBride stated the amounts are generated weekly from computer use, copier use etc. She agreed that the information should be available through reports, but those reports are not available at this time due to the need of getting information into SAGE database lost from ransomware.

Patterson suggested to make notes on all deposits.

PUBLIC COMMENT

No comment.

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Patterson requested a motion to adjourn the Finance Meeting. Vice President Price made a motion and was seconded by Trustee Mauzkie Ervin.

ROLL CALL VOTE

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

Nays:

Finance Committee Meeting adjourned at 7:45pm.