

# HARVEY PUBLIC LIBRARY DISTRICT

## FINANCE COMMITTEE MEETING OF THE WHOLE

### Meeting Minutes

Thursday, November 12, 2020

6:00PM

The Board of Trustees conducted a Finance Committee Meeting of the Whole remotely as authorized by the Governor's Executive Order 2020-07, as most recently extended by Executive Order 2020-59 issued on October 16, 2020, and the Attorney General's Guidance to Public Bodies during the COVID-19 Pandemic. The Board President, having determined that an in-person meeting is not practical or prudent given the Governor's new Disaster Proclamation issued on October 16, 2020, a quorum of Board members will not be physically present for the meeting but will instead be participating remotely via an online virtual meeting platform. At least one member of the public body or the Interim Director will be physically present at the meeting location. The teleconference meeting of the Harvey Public Library District Library Board of Trustees could be viewed on Zoom scheduled to begin at **6:00pm, Thursday, November 12, 2020**.

In lieu of in-person public comments, members of the public may submit written public comments in advance of and during the meeting via email to the Interim Director at [amcbride@harvey.lib.il.us](mailto:amcbride@harvey.lib.il.us). A link to the Interim Director's email address is also available directly on the District's website. All public comments will be read aloud by the Interim Director during the public comment portion of the meeting as designated on the Agenda.

### AGENDA

1. **CALL TO ORDER:** 6:25pm

2. **ROLL CALL**

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

**Absent:** William Whitaker, JoAnn Nesbitt

3. **DISCUSSION OF BILLS AND CHARGES**

Trustee Jerlene Harris asked if Chart of Account numbers changed from the previous year. Interim Director Antonia McBride explained the account numbers did not change, but a different numbering system is used on the budget & appropriation to show expenses for the fiscal year. Harris asked for a list of the description codes.

Harris asked about checks written for furniture (LFI), McBride stated those were invoices for sneeze guards used for employees' work stations. Harris asked about sleeves for keyboards and mice. McBride stated she would look into purchasing those items if/when additional funding became available for PPE.

Vice President Tamika Price asked about AT&T bill – over \$100,000 – whether issues with filing E-Rate impacted the overall amount. McBride stated yes, there were issues with filing the E-Rate. A former employee would normally file paperwork. Over the last two years, all paperwork was not submitted, thus in 2018 and 2019 HPLD did not receive funding. In addition, the original AT&T contract lapsed which created higher invoices. McBride met with an Illinois E-Rate specialist. 2019 paperwork will be completed, totaling \$17,280. According to the E-Rate specialist 2018 will be more difficult to obtain because of past deadline which the library did not meet. Price stated concern for the bill, which is similar to what happened with accounts in previous years. Price asked for a ledger of accounts so the Board will know exact number of accounts and what is outstanding. McBride stated she will go through all of the accounts and

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provide information for outstanding balances. Price asked if there were other options to paying the AT&T balance. McBride explained that E-Rate applications will be completed for the 2019 funding. At the current time, AT&T will only accept a three payment agreement for the balance. President Patterson explained that a payment will be necessary of \$36,000 to avoid disruption of Internet services.

Patterson called for a Special Meeting the following week to approve a payment for AT&T. Price asked the attorney for best practices regarding contracts – should the board review or oversee contracts? Attorney Dee Jarad stated contracts for utilities and day to day operation are under the director. If the library wants to review contracts prior to committing to them, it would be a good practice and the board can discuss said contracts.

Harris asked about the AJ Gallagher invoice. McBride stated Gallagher is the library's building insurance which covers unemployment insurance, building issues, etc.

Harris asked for an explanation of the TechSoup invoice. McBride stated that was payment for staff training conducted online.

4. **AUDIENCE PARTICIPATION:** No questions.
5. **ADJOURNMENT:** Patterson called for a motion adjourn. Trustee Mauzkie Ervin made the motion to adjourn and was seconded by Patterson.

#### **ROLL CALL VOTE**

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

Meeting adjourned at 7:18pm.