

# HARVEY PUBLIC LIBRARY DISTRICT

April 13, 2021

## FINANCE MEETING MINUTES

### REMOTE MEETING

The meeting began at 6:09pm

**President Patterson**-This is the Harvey Public Library District Finance Committee Meeting of the whole, Tuesday, April 13, 2021.

**President Patterson** asked Secretary Morgan to read the Call to Order.

**Secretary Morgan** read the Call to Order in its entirety.

#### Roll Call

**Present:** Trustee Ervin Mauzkie, Trustee Jerlene Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price and President Roberta Patterson.

**Absent:** Trustee William Whitaker

### Discussion of Bills and Charges

**Vice President Price** started off by asking Director Menzies who collects the mail and distributes it daily?

**Vice President Price** says that she noticed that there are quite dated material from 2007 in their board packet. There was a notice from the currency change on 147<sup>th</sup> St for a check that was cashed. Where did that surface?

**Director Menzies** responded by saying “he is trying to evaluate the library program as a whole and to determine the operational flow and to try to ascertain where everything is and what I have discovered is it appears that the previous Interim prior to Kim, Toni decided she was not going to go through Sandra’s or there might be something from Jay’s work and they continued to work in the manager’s office. And what I have encountered mountains of paperwork and unopened mail in the director’s office. So, some of the things that had to be discovered had to be addressed. This is something that was found in a pile and the reason we put this invoice in for payment is simply because we would hate for any of our employees try to utilize that Currency Exchange and not to have the ability to use Harvey’s Currency Exchange because the Harvey Public Library didn’t honor one of their checks.”

**Vice President Price** said, “That’s fair. Thank you. Another question was I know the auditors were to come in on a Friday to do something. What’s the status of that?”

**Director Menzies** responded by saying, “everything’s I’ve seen and heard looks good. I don’t know the details. They returned last Tuesday and they will be returning one more time in person.”

**Trustee Harris** asked Director Menzies and Kim Peake for the date (that Tuesday) when the auditors actually came into the library?

**Vice President Price** asked if they provided us with an update in writing?

**Kim Peake** responded by saying, “they came in on March 26<sup>th</sup> and they came in again on the 6<sup>th</sup> of April.”

**Trustee Harris** asked, “how much did they charge?”

**Kim Peake** responded by saying, “didn’t give us a fee as of yet but they asked for the invoices for 2019 and 2020.”

**Vice President Price** questioned Director Menzies, about the dated material. The auditors came in and they alluded to the fact that we are on track. Was there a notice of federal tax lien in the old mail also? This is dated November 16 during the Interim Director’s tenure.

**Director Menzies** asked me (Kim Peake) to speak on that.

**Kim Peake** responded by saying, “I don’t have recollection of that. I did not give the auditors anything. We just recently received this?”

**Kim Peake** said, “this is new to both of us.”

**Vice President Price**-Okay. This would had come in sometime in January at the absolute earlier so nobody knows where it came from?

**Director Menzies**-This is our first time seeing this.

**President Patterson**-That lien was from a company not directly from the IRS that wants us to pay them to solve our IRS problems. Director Menzies or Kim, have you looked into this?

**Director Menzies** said, “The attorney did the research and it’s in your packet in the finance report.”

**Vice President Price** asked, “Where did this information come from? This is not from a creditor. Maybe the creditor printed it off of West Law Site.”

**President Patterson**- said, “It’s from a creditor not the IRS. We will have to deal with but not from that company.”

**Vice President Price** said, “I don’t see anything from a creditor. I see something that was generated from the West Law Site and the notice of the federal tax lien that was from the Cook County Office with a stamp on it. Where did it come from?”

**President Patterson**- said, “It came from someone who wants to charge us.”

**Vice President Price** asked about the Com Ed Bill. They’re now requesting a deposit because the bills hasn’t been paid.

**President Patterson** responded by saying, “they’re requesting a deposit because we’re late. However, we did pass a policy that says even if we didn’t have a quorum that bill should be paid. With the resignation of our previous director, we have been in some kind of a turmoil. Director Menzies, maybe you can negotiate to get this waived.”

**Vice President Price** had a question regarding the T-Mobile bill. Are those tablets there being purchased as a part of the grant we received?

**Kim Peake** answered “yes!”

**Vice President Price** asked, “Why does the Corporate ID says the State of Illinois. Because that’s where the funds come from?”

**Kim Peake** answered “yes!”

**Trustee Harris**- had a question about the T-Mobile bill/calls as well. “Are these numbers 271-5175, 271-2561 for the tablets?”

**Kim Peake** answered “yes!”

**Trustee Harris** Asked, what is Shi? Ms. McBride created this February 5<sup>th</sup>, 2021.

**Director Menzies** said, “that’s related to the email server. The vendor that we are using. Mr. Coleman can give us what the initials stands for. But it’s related to the email server which we need Firewall and Antivirus capabilities that allows us to use our library emails.”

**Timothy Coleman** said, “Shi is software that we need to keep our email functioning. Without it, we had no security on the email server nor do we have any Spam filter. They like to accompany us with so much junk, we can’t get regular emails through. We got this renewed for three years for the price of two.”

**Trustee Harris** asked if that’s the \$1500.00 that we are paying?

**Timothy Coleman** answered “yes!”

**Trustee Harris** asked Timothy Coleman to explain what the Cyber Insurance that Sandra Flowers got for the library and Cybersecurity. How is that all working together with Shi or are they totally different?

**Timothy Coleman** responded by saying, “Shi is a separate vendor. They give us the actual software. It has nothing to do with the insurance. This is something that we use to keep the emails filter and virus free so we can continue to function. We can’t send anything out of the building if we don’t have this.”

**Trustee Harris** had a questions about SWAN-They said we are delinquent \$26,937.94 since December 2019. Was this something that was in the pile?

**Director Menzies** answered by saying, “this was not in the pile. This was when they changed over the director on the website, SWAN reached out to me directly, this is a current letter, however, we discover there were some payments made unfortunately they were applied to 2019 instead of 2020. We have a meeting schedule with director of SWAN, Aaron Skog at RAILS. We are going to be getting a line by line itemized current bill. This bill that’s on the bill list is an invoice that will be due as of today. We’re still working on this \$26,937.94 they claim we owe them.”

**Trustee Harris** had a questions about Blue Cross and Blue Shield regarding coverage of \$3167.71. How many people are covered? The names and number keep changing but I saw Antonia McBride was still on as coverage?

**Director Menzies** asked Kim Peake to speak on this.

**Kim Peake** responded by saying, “Blue Cross and Blue Shield has not received any money.”

**Secretary Morgan** said, “That was my question as well. Blue Cross and Blue Shield came up in December and we had a bill for two thousand and something and we all agreed to pay it and it should have been paid. On page three, there are two employees that’s listed that was not agreed upon to have insurance. Crudup which he did not need insurance, Antonia and then Kim. I see now we have Robin and Desiree on here.”

**Kim Peake** said, “Robin left in January, Antonia left in February. As of right now, I’m the only one who’s receiving insurance. This is what a representative said we owed.”

**Secretary Morgan** asked if they can they be remove? “This is dated for the period of February 1-28 with Robin and Desiree on it as well as Antonia who left on March 5. Those two are on her with insurance and the board did not agree to this.”

**Kim Peake** said, “What I can do I can have Blue Cross and Blue Shield write up something for you and I can email it to you.”

**President Patterson** asked about the check that was cashed for Yassim Ali’s at the Currency Exchange that was found in the director’s office under a pile of papers.

**Director Menzies** recommended the board pay it.

**President Patterson** asked, “Is there any way we can look in our records to see if that’s been paid already? To prove to the Currency Exchange that they did receive a payment.”

**Kim Peake** said, “She spoke with Todd” and he said, “the Currency Exchange has not received a payment.”

**Trustee Ervin** asked, “What were the services rendered? We need to get some details. Original agreements. What we signed off to pay were services they did for the library. The Currency Exchange needs to show us that they actually made payment to him.”

**President Patterson** said, “They are showing a check that was cashed and that they paid, don’t we have a copy of that check? If we don’t, then maybe, we didn’t pay them.”

**Secretary Morgan** says, “it’s a payroll check.”

**Vice President Price** “That’s was during the time Sandra was writing checks for payroll.”

**Secretary Morgan**-This is Chase. Can we just reach out to Chase? Give them this check number and they will be able to let us know if this check cleared.

**President Patterson** asked Director Menzies, “before we paid them, can we find out from Chase if the check cleared and if it did clear?” That means if we did pay them, maybe we can have a copy of it and if it never cleared, we need to make it right with the Currency Exchange so our employees can cash their checks there.

**Vice President Price**-Trustee Morgan, asked Secretary Morgan, “Where do you see a copy of that actual check?”

**Secretary Morgan** responded by saying, “The check is in our packet and it says refer to maker. It’s right behind demand for payment. It has the account number and everything, Chase’s routing number is on here. This is a Chase check.”

**Vice President Price** asked if the library has ever had a Chase account?

**President Patterson** responded by saying, “The library has never had a Chase account.”

**Director Menzies** explained by saying, “Chase was the bank that ADP used to pay the payroll.”

**President Patterson-** Employees?

**Director Menzies-**Yes Mam!

**President Patterson-**So, we did have Chase?

**Director Menzies-**Indirectly.

**President Patterson-**Maybe, we can do a little more investigating before we pay the Currency Exchange.

**Secretary Morgan** said, “There is a number on here that says Assistance Verification Available. 877-423-7243. We have the check number, we have the person, we have the number to reference it, it shouldn’t be hard to find out if this was paid.”

**Trustee Ervin** said, “There’s no back side of the check.”

**President Patterson** responded by saying, “I don’t know. Maybe it was never paid.”

**Trustee Harris** had a question. She sees that there were a list of books that were purchased. We never say any invoices for these purchases. I never saw more than ten new books in the library since 2016. Where are the invoices for all these books that were purchased? Adult books? It’s on the Financial Report about all these books that were purchased but there’s no invoices in our packets. There’s no documentation that these books were never received by the Harvey Public Library District. I asked, what are the new books?

**President Patterson-**You don’t see the invoices and you don’t see the new books. Is that your questions?

**Trustee Harris-**Yes. Why are we paying for books we never saw invoices for?

**Director Menzies-**Which vendor are you referring to?

**Trustee Harris-**Amazon.com It was printed on 4-01-2020.5:35pm.

**Director Menzies-**You’re looking at the transaction list.

**Trustee Harris-**From 12-01-2020.Where are the invoices? Invoices from the company when they delivery, give you invoices.

**Director Menzies-** Let me suggest we will research the Amazon folder and find out what’s in there. It sounds like the previous fiscal year. I’m going to look up and see what was purchase from Amazon because there’s always a record and we will present that to you prior to the next meeting and in the next board packet.

**Trustee Harris-**Thank you because you have invoices available.

**Director Menzies**-I can't speak to what was purchase.

**Trustee Harris**-I understand. It was before your time. You came in March 22, 2021.

**Trustee Harris** said, she didn't get last month's minutes.

**President Patterson** asked if Trustee Harris can gets the minutes?

**President Patterson**- Can you make sure she gets a copy of the minutes?

**Director Menzies** answered, "yes!"

**Trustee Harris** says, "I do understand about the profit and loss statement that you made Mr. Menzies but I notice there were very few entries for the month of March 2021. But I see quite a few number from June 2020-March 2021."

**Director Menzies** answered by saying, "We have a new Financial Administrative Assistant, I'm not sure if she's prepared to speak, however, she is here on the Zoom, Runisia Henry. I'm going to ask Runisia if you can speak about the profit and loss statement."

**Runisia Henry** says, "The information that I pulled was a report that was generated through QuickBooks of information that has already been input into the system. I used last month's minutes to duplicate what was done for the current as well as the past. You see for March what was paid for March and then in the second column where it says July 20 which is the year through March 21, it just shows the overall number."

**Trustee Harris** says, "I understand everything that you said but I see a lot of zeros in the one month column and a number of collective totals from June 2020 to March 2021. It was just some of the areas were missing and I had some concerns about that. More money was paid out from what I saw."

**Vice President Price**-had a question about the new Financial Administrative Assistant. She said," didn't see anything in the director's report about the new Financial Administrative Assistant. I saw that there was one. "

**Director Menzies** said, "His name was Larry Alport and he was brought on prior to my arrival." Larry Alport was from Accountemps. She replaced him.

**Vice President Price** asked Runisia if she worked for Accountemps/Robert Half?

**Runisia Henry** answer was, "no. I do not."

**Vice President Price** asked, "so who hired you?"

**Runisia Henry** answered, " Kim Peaks."

**President Patterson** asked her if she was a permanent Harvey Public Library District employee?

**Director Menzies** answered that's correct.

**Vice President Price** asked Kim if she hired Runisia?

**Kim Peake** answered yes.

**Vice President Price** said, "they didn't get anything."

**Kim Peake** said, "Before Antonia left. She was looking for somebody for that position.

**Vice President Price** said, “Larry from Accountemps was in our last board meeting. What is this? This is April. So he was he in our March board meeting. What was your last day as Interim?”

**Kim Peake** responded by saying, “just before Director Menzies arrived. So the 18<sup>th</sup> of March.

**Vice President Price**-And she was hired when?

**Kim Peake**-She was hired on March 1<sup>st</sup>?

**Vice President Price** asked why weren’t the board aware that there was someone new because he shouldn’t have been in the meeting if we had our own accountant who was hired directly by the Interim Director?

**Kim Peake** answered, “he was training her.”

**Vice President Price** said, “We didn’t know it was a her. We didn’t know she had been hired. Am I missing it. Was it in our....

**Kim Peake** responded by saying, “I put it in my last report.”

**President Patterson**- said, “I’m a little confused but it is up to the director to hire help. Before Antonia left, Antonia said, she was looking for two people because the people who had left were from a temp agency.”

**Vice President Price** asked President Patterson, “if she was aware, how much she makes, when she was hired, what date she was hired, and in what capacity?”

**President Patterson** answered No, I’m not aware of any of that. That’s usually under the voice tresses of the director.

**Vice President Price** asked President Patterson As the president, you don’t think you should have known there was someone brought in and their salary? Was she supposed to have a full package? Is she getting benefits? As a board member, that’s something I think we should know. Not that there’s someone who’s training her representing her in her capacity in her last board meeting so I didn’t know that she exist.

**President Patterson** said, “I didn’t know if we ever knew when they hired new employees. I don’t know if that’s ever been an issue.”

**Vice President Price** said, “Larry should not have been in the meeting. She should have been in the meeting or at least introduced.”

**Director Menzies** asked if he may I interject?

**President Patterson** answered yes.

**Director Menzies** said, “The best practice is according to statues, the board has one employee.”

**President Patterson** answered, “and that’s the director.”

**Director Menzies** said, “however, I understand the questions. Because the question speaks to the fact that there was a financial decision made that the board was unaware of. And especially in this current climate, it would have been helpful to make sure that the budget line how the budget line was impacted but a new hire. I will tell you that this is a nineteen hour I believe position or less. It does not impact benefits, does not impact IMRF and it’s less than what we were paying Accountemps.”

**President Patterson** said, “I knew it had to be part time.”

**Director Menzies** said, “It is totally relevant about the budget impact, the board has one employee in theory best practice if that’s helpful at all.”

**Vice President Price** said, “That was my question. Was she full time/part-time, what her benefits will be if applicable etc?”

**Director Menzies** said, “we will have to do a better job with introduction.”

**Vice President Price** said, “I understand that in theory and the board has one employee and Kim was the employee at the time and it was directed at Kim in terms of who was hired and it wasn’t directed directly towards Runisia.”

**Trustee Harris** stated that she was missing pages 2 of 8, 4 of 8, and 6 of 8 on the T-Mobile bill. It has an impact of monies that’s paid out of the district’s budget and I think I should have received a packet. How these fees were generated? That was my last question.

**Director Menzies** says, What we can do for you Trustee Harris, is be sure that we are getting all pages and make sure we’re bringing you these minutes that are missing from your packet and making sure you get every page that we have of that invoice.

**Trustee Harris** thanked him!

## **ADJOURNMENT**

**President Patterson** asks if there were no other questions, could someone (the trustees) to make a motion to adjourn the Finance Meeting as a whole.

Motion to adjourn the meeting-Trustee Ervin  
Second Secretary Morgan

## **ROLL CALL VOTE**

**Ayes:** Trustee Ervin, Trustee Harris, Secretary Morgan, Treasurer Nesbitt, Vice President Price, President Patterson

**Nays:** None

**Absent:** William Whitaker

Meeting adjourned at 6:54pm.