

# HARVEY PUBLIC LIBRARY DISTRICT

July 8, 2021

## FINANCE MEETING MINUTES

### REMOTE MEETING

#### 1. Call to Order

The Finance Committee Meeting was called to order at 6:06pm by Trustee McCaskill

Director Menzies read the Roll Call.

#### 2. Roll Call

**Present:** Trustee Williams, Trustee McCaskill, Trustee Garcia, Trustee Garcia, Vice President Patterson, President Tamika Price

**Absent:** Treasurer JoAnn Nesbitt

#### 3. Discussion of Bills and Charges

Trustee McCaskill stated, “he looked at information pertaining to the Profit and Loss that were in the board’s packet and if you look at the net income, are we running and this is based on the budget not on actual monies on hand based on the line item in the budget, we are running a negative fifty thousand dollars according to the report.”

Director Menzies asked Runisia Henry to respond to this.

Runisia Henry responded by saying, “ The answer to that is No. Accounts have not been updated to our Quick Books. I’m working on that now. We’re trying to get access to the bank statements so they can be imported into our Quick Books account. There are phone numbers that we cannot identify which prevents us from having access into the account. So we’re trying to figure out who they belong to. So as soon as we have that fixed, then we can have all of our forms imported into Quick Books then we will have accurate information.

Trustee McCaskill asked if we have access to Online Banking?

Director Menzies responded by saying, “No. We do not. There are former numbers that are in there from former Interim Director prior to Ms. Kim, so we are working our way through this process. Mr. Henry was just speaking about this. We are working with the bank to gain access, however, if you will note in your email, you have received the last three months bank statements from our General Fund from First Merchant Bank. So what you see is the current of June 30, 2021.”

Trustee McCaskill stated, “that for the sake of time, if we have access to Online Banking, why don’t we create a resolution and give yourself access not as a signer but access to Online Banking only for review so we can download that information and get it to the person who’s in putting the information into the system. We can go back up to three years and we can start putting that information into QuickBooks. We’re going over this stuff over and over. Some of this stuff we can get taken care of and we can do it in-house. So we can put together a resolution, those who are on the account which is the president and the treasurer and we can add you on as an online user so we can get access to Online Banking then that way we can upload this information to the account and Quick Books and we can get passed this unnecessary.... “

Director Menzies responded by saying, “Absolutely. The best practice did not require a resolution. We’re working on making sure we have that access in my focus and my priority especially now that we have that so we can make sure this is seamless. We’ve been to the bank several times. We lost last week because of the holiday. We’ve been on the phone with the bank. What we had to do is escalate so that we’re dealing with the branch manager. Because I’m relatively new, I’ve had to establish who I am so I appreciate the resolution, but it’s not required. We’re there, and I’ve entrusted my staff who needs to be talking to speak to the branch manager that we have too much money in that bank for us not to access our records. I wholeheartedly agree that we’re moving in that direction but we just don’t have that tonight.”

Trustee McCaskill stated, “let me say this, how can any financial institution give someone information that is not on the account?”

Director Menzies responded by saying, “we have the current bank statements.”

Trustee McCaskill stated, “bank statements come in the mail. You get those and open them up. What I’m saying is, a resolution is necessary. To add you on as a user, so you will have online access. Because if you’re not on the account, you can’t get online access.”

Director Menzies responded by saying, “if we need to go with a resolution, that’s fine.”

Trustee McCaskill stated, “that’s the only way you can get on the account. Employees can’t jump and say hey, I’m the director, put me on the account. It has to be a resolution by the board.”

Director Menzies responded by saying, “a bank resolution with the officer signer. I understand that. But what we’ve been doing is having Treasurer Nesbitt has been facilitating our access to the bank. So we’ve been working with Treasurer Nesbitt to have access to the bank. You’re absolutely right about there being a bank resolution for a new signer!”

President Price stated, “that it’s in our bylaws that the director can be a signer.”

Vice President Patterson stated, “it’s not necessary to have a resolution for that. In our bylaws, the president, vice-president and treasurer can be a signer and the director can be a signer. There’s no need for a resolution. It’s already in our policy.”

President Price asked, “if we are given push back in terms of online access?”

Director Menzies responded by saying, “we had some technical difficulties, we had everything going at the bank, when we got back to the library, the credentials were off. So we’ve been having this back and forth. Ms. Kim was able to go back with Treasurer Nesbitt, but they were dealing with a person other than the branch manager. So we’re having a little bit of a run around. But no. There hasn’t been any push back. I think they just don’t know who I am so it was always good to go in with an officer.”

President Price stated, “she missed the last part of what Runisia Henry said about the bank account having numbers that were off?”

Runisia Henry responded by saying, “there is a security code that you have to get passed before you can get into the online banking. And the phone numbers that they have on the account, we don’t know who they belong to. We’ve researched all of the phone numbers, all of the officers, and it does not belong to anyone that is present. So we are asking if they can bypass that. To add our phone number on there. The banks now have a one time security code which means they have to send a text message of a phone call has to go through before you can access online banking. And that’s where we keep getting stopped.”

President Price stated, “ok. There’s already an online account that already exists?”

Runisia Henry responded by saying, “it exists but we don’t have access to it.”

Trustee Williams asked, “what bank is this again?”

Runisia Henry answered, First Merchant Bank.

Trustee Williams stated, “in my experience, switching signers over getting access to an account on a board level usually requires like Director Menzies said, the officers going into the bank straightening that out. Is there a reason why we haven’t gone into the bank?”

Director Menzies responded by saying, “we’ve been into the bank. We’ve had a technical issue with transferring when we were at the bank, to being in the district. So we will resolve this as soon as possible. We do have the current statement that we need for tonight.”

Trustee McCaskill asked the trustees if they had any questions about the bill lists? I know we talked at the Finance Meeting last week about the appropriation budget. Some of us agree we’re never going to see that type on money come in from the levy. So, does the board want to approve the appropriation so we can move forward?

Vice President Patterson stated, she had a question. Why isn’t our electric bill going down? Every month we have a seven thousand dollar electric bill. I know that’s not our current bill. Remember we had a fifteen thousand dollar bill and we were making payments a few month ago. And every month, we’re paying seven thousand dollars on it and it doesn’t seem to be getting any less. Is there something else going on with the electric bill?

Director Menzies responded by saying, “what we’ve notice about this bill Com Ed is requesting a down payment. A deposit on hold. We need to find out what the actual bill is. If you look at the Com Ed bill that we provided in your board packet, you will see on the second page under miscellaneous, you’ll see they have billed us for deposits. The outstanding amounts seem to add the balance. We haven’t add anything to the deposits. T seem like something they will do with residential billing where you ask for a customer that’s behind to submit a deposit. I’m not familiar with that process for business or a municipal.

Vice President Patterson stated “we have paid deposit before, there should be some money there in Com Ed in a form of a deposit. We’ve paid back pay. Maybe this is something we have to look into. Because we did have a huge Com Ed bill and I understand they want us to pay deposits because what is equivalent for home deposits. When we lost our previous director, we got behind and we also did not have quorums for the certain amount of time and our bills were not paid. So that’s probably why they are making us pay a deposit. Talk to them to see if we can get some kind of relief.”

Trustee McCaskill agreed with Vice President Patterson. He stated, “what he was looking at, they are asking for a ten thousand dollars payment. We have one building. Maybe we have another building we don’t know about. How did we get to a point where this one building is this much money?”

Vice President Patterson stated, I think their taking advantage of the fact that we had no director, no official meetings, skipped a month or two paying the bills. We had to make it where we can pay bills if there’s no quorum.

President Price stated, “we addressed this in the March or the April meeting. And they requested a deposit because we were late again and it wasn’t from previous. Wasn’t that correct?”

Director Menzies responded by saying, “we had a rescheduled meeting and that rescheduled meeting caused us miss the timing of the payment arrangement with Com Ed. So I think it’s a databased generated protocol that now puts us into them requesting a deposit. When we catch up, we will be able to avoid this kind of reaction. Some of these things I’ve found, a human is not doing. With this amount of money, we should be able to get the balance.

Vice President Patterson stated, “if you talk to a human and let a person know our situation here at the Harvey Public Library District, I think they will make some kind of concession for us.”

President Price asked, “should contracts come to the board for review?”

Director Menzies responded by saying, “yes maam.”

President Price asked, “what is the Stanley Security? I don’t recall it saying it’s a signed contract. It looks like it happened in December before your time, but if you can speak on this.”

Director Menzies responded by saying, “Stanley from my understanding was engaged in my relation to the construction. Stanley is a door vendor. This is simply a renewal. We’ve received the maintenance. We’ve had some issues with our back door. And we needed to have that service. We determined with the original agreement, this will allow us to have that maintenance agreement in place. This is something that already existed.”

President Price asked, “if we had a copy of the contract?”

Director Menzies responded by saying, “I don’t have a copy of the original contract but I can ask them to forward to us what they have on file. This is something we are trying to maintain not trying to get something new.”

Trustee McCaskill asked, “if the board is going to have a regular Finance Committee Meeting and they another Finance Committee Meeting as a Whole? Or does the committees meet within themselves and so this way, we can get straight to the actual board meetings on the scheduled board meetings days.

President Price responded by saying, “the Finance Meeting would suffice. We don’t need to have two separate Finance Meetings. ”

Secretary Morgan asked if this is something new that we are doing now? Because we normally have a Finance Meeting as well as a board meeting right after.

President Price responded by saying, “it would be because we have not had any finance committee meetings prior to. The former treasurer did not chair the Finance Committee Meetings before.”

Secretary Morgan asked, “so the day of the meeting we will just have our meeting and that will be it and the finance committee meeting will be for yourself, Trustee McCaskill and Treasurer Nesbitt. People you listed last week?

President Price responded by saying, it’s for the committee members but everyone can participate in terms of being a member of the public. It’s still an open meeting. But yes, it will be chaired by the Finance Chair and the committee members will be the assigned committee members. That is correct.”

Vice President Patterson asked, if this is going to happen periodically or on a routine basis?

Trustee McCaskill responded by saying, “the Finance Committee Meeting should be a standard meeting for all committees. So the Finance Committee Meeting should meet one a month like the other standing committees and we just have one board meeting.”

Secretary Morgan asked Trustee McCaskill if he will be giving the other trustees bills prior to the regular meeting. If we’re not able to make the meeting, will we be receiving the material before the regular meeting?

Trustee McCaskill responded by saying, “Absolutely.” The director will be giving you the same information that he’s giving the rest of the trustees We’ll just get the information prior to maybe a week before the meeting. And you all will get it in the board packet so we’ll be on the same page. Once you get it, if you have any questions, you’ll be able to voice it at the Finance Committee or you can voice it before we vote for the bills.

Director Menzies asked Trustee McCaskill if he can speak on this?

Trustee McCaskill responded by saying, “go ahead.”

Director Menzies stated, “we’ve been experiencing and it’s not new that we are waiting on some of those invoices by snail mail in most cases. It is our desire to get the bills before the meeting but I have to inform you that the reality that we have in house with the exception of not having the online access to Com Ed. Most of the bills that we receive are on their schedule. One of the challenges that we have in regards to bank statements is the time that the board meets. So there are some bills even now that we still have not received to be added to this bill list. So we are always in a crunch to receive all of the documents that we need to prepare board pack to comply with the Open Meetings Act. So depending upon the Finance Committee Meeting schedule will determine what invoices we have available to present to you prior to the Regular Board Meeting. Just as a point of information for you all.”

Trustee McCaskill asked, “if the Finance Committee Meeting usually works the Tuesday before the actual meeting that Thursday? I don’t know about the other committees but I will like to see it like that. So that way, once we have our meeting, that information should go out to the entire board with their board packet anyway. And then the Finance Committee Meeting can meet and go over the information and go from there. But as a library, a technology institute, we need to be looking towards getting as much online information that we have because, the post office is hiring right now. We can’t depend on the mail that’s why we need to get online access.”

Director Menzies stated, one of the challenges here is data breach. We are not as eager to be depended upon online as you might be in your home because we have to cover all our basis, we always have to have a hard copy.

Trustee McCaskill stated, “you will get a hard copy regardless. You can opt out to get a hard copy or a paper copy. You can get both. What I’m saying is for us to spend so much money on IT and technology, we might be the only library in the Southland that had a breach where all the documents were wiped away. I don’t believe that.”

Vice President Patterson stated, “that that has happened at other libraries.”

Trustee McCaskill stated, “not to the point where we haven’t file income tax, we don’t have personnel files. We don’t know where the W-2 is. I find that hard to believe. The papers invoices/ bills and the hard drive is gone.”

Director Menzies stated, “that was prior to my arrival.”

Trustee Williams stated, “that she agrees with Trustee McCaskill. It’s very odd. What happened with the data in this library along with the paper trail and the record keeping all being disappearing is an anomaly. We need to make sure this doesn’t happen again. The becoming to be behind on things like technology, behind in our bills, and if we continue to operate like this, we can’t effectively serve the residents in the district. This needs to be expeditious and aggressive in the tactics and the techniques to get online.

President Price asked Runisia about item 22034. Is this a 1099 person? I know who it is. How are they being paid?

Runisia stated she was not sure who it is.

Director Menzies asked President Price if she was referring to the bill list?” He responded saying this is a reimbursement situation. The employee purchased prior to the district’s bank card. The employee purchased the SSL Certificate of his own funds. He was reimbursed.

President Price stated, “she was wondering if this person was on payroll or 1099? And, this will be the last Zoom bill that we see for the year?”

Director Menzies responded by saying, “for the year.”

Trustee McCaskill asked about the emails. He wanted everybody to be 100 percent aware that if we ever get a FOIA request, any of your personal information that is on your personal email will be subject to

FOIA request and you have to turn all your documents over to whoever's FOIA you. We need to have some separation from my personal to the library. Can we get some Gmail accounts for all the trustees? So we can get the server secure.

Secretary Morgan responded by saying, "Antonia provided all of the trustees with an email account some time ago prior to you guys coming in."

Trustee McCaskill stated, "if you look at the email thread that's going around, that everybody's personal email."

Secretary Morgan responded by saying, "everyone does like mine is [cmorgan@harvey.lib.il.us](mailto:cmorgan@harvey.lib.il.us). With user names and passwords.

Vice President Patterson responded by saying, "yes, we did have person emails. We were just told recently that those emails were not secure. I was under the impression that we were going to get new emails that were going to be secure. Vice President Patterson asked Director Menzies to look into that for the board."

Director Menzies responded by saying, "yes ma'am. He also stated, "under the direction of President Price since that email went out prior to the security of the web server. President Price initiated us trying to secure that SSL Certificate. The challenge here at the Harvey Public Library District was once an IP site, once hosted and sold emails to the people. We can't just go out to Go Daddy and upload an SSL Certificate. We had to have several vendors to accomplish that. But what we are experiencing now is most of the equipment in the server room is at the end of its life. One of the other things that we are going to present to you in the future. We actually lost the server due to power failure. And so our back up battery and supplies loses the surge protection. We are at the end of life with most of the equipment that we have in the server room. To get to the solution, we are working on a patch that will us to install the SSL Certificate and secure the web server as well as the email server. We're working on this every day and we're trying to do that without us trying to incur the cost. We will be presenting to you for a new server which starts at \$12000.00. And so my instruction to my IT Department, let's salvage and leverage everything that we have. Let's protect everything that we have and let you see the invoice for the Smart Net so we don't go all the way down along with the phone server every time we have power failure. In our future plan, we need to start thinking about and considering having a backup generator which will help us in that whole plan. If we were not in the Zoom environment, it wouldn't have been as critical. For the record, every organization has been threatened with ransomware and attacks."

Trustee McCaskill asked, "if Quick Books and all of our Financial software in jeopardy?" From what I'm hearing, the issue has not been resolved. So how do we know we won't have another data breach? And do we have something to back it up like a I Cloud so this situation won't happen again.

Director Menzies responded by saying, "we have install since then and we are purchasing tonight Smart Net. We do have a robust firewall protection to secure the library data. Ransom attack can happen to anybody. My instruction since I've arrived is we must preserve physical copies as well as the electronic trail. We're going to have to invest if you want to see these things done efficiently like in the corporate world. All of our equipment is at the end of its life.

President Price asked Director Menzies if he can have 7 gmail accounts by tomorrow?

Director Menzies responded by saying, if that is what you would like to do but those are things that individuals can do on your own but I don't have a problem with that.

President Price stated she wanted them to be similar. Whatever resembles the district in some way.

#### **4. Audience Participation**

Director Menzies stated, “we did not receive any emails and I don’t see anything in the chat however, we received a message earlier today from former Trustee Harris requesting opportunity to speak.”

Trustee McCaskill asked, former Trustee Harris if she could with until the board meeting,

Former Trustee Harris stated she needed to make a comment at the Finance Meeting as well.

Former Trustee Harris wanted to know if the Financial Meeting be in compliance with the Open Meeting Act and be posted for public review and participation?

Trustee McCaskill responded by saying, “absolutely. This meeting was the same way.” It will be posted 48 hours prior to the meeting and public participation can always participate.

Former Trustee Harris asked “for the committee meeting which you want prior to the regular meeting.”

Trustee McCaskill responded by saying, “absolutely. This is the committee meeting you are on now and I believe there was not last Thursday.

Former Trustee Harris stated, “she thought it was separate from the committee as a whole.”

Trustee McCaskill responded by saying, there is so there won’t be a finance committee as a whole. The Finance Committee will do our part then we will have a regular meeting the Thursday at the Regular Board Meeting. But it will be posted. We will be in violation if it is not posted.”

## **ADJOURNMENT**

Motion to adjourn the meeting: Trustee McCaskill

Second: Vice President Patterson

## **ROLL CALL VOTE**

Trustee Garcia, Trustee McCaskill, Trustee Williams, Secretary Morgan, Vice President Patterson, President Price

Absent: Treasurer Nesbitt

Meeting adjourned at 6:48pm.

Discussion was had regarding the bills and charges.

Trustee Patterson made a motion to adjourn.

Trustee Williams requested online statements from Com Ed.

Trustee McCaskill inquired about the library's profit and loss statement.

Runisia Henry responded about the records we have in QuickBooks.

Vice President Patterson adjourned the meeting.

**Seconded:** Treasurer Nesbitt

### **Roll Call**

**Present:** Trustee Yadira Garcia, Trustee Monique Williams, Trustee Anthony Garcia, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price.

Meeting was adjourned at 6:36pm