

Harvey Public Library District's Finance Meeting Minutes

September 8, 2016

Finance Meeting

**CALL TO ORDER**

President Patterson called the meeting to order at 5:09pm.

**ROLL CALL**

Members Present: Jerlene Harris, William Whitaker, Barbara Fields and Roberta Patterson

Absent: Tamika Price, Mauzkie Ervin and JoAnn Nesbitt

**FINANCIAL DISCUSSION**

**General Fund-\$19,615.36**

**Gift Account-\$5,558.61**

**Special Reserve Account-\$22.46**

**Vendor Account-\$297,625.17**

**Expense Account-\$26,764.56**

**Youth Services Account-\$4,464.36**

Trustee Harris asked, if the Children's Literature Conference listed on the Purchase Journal something that the staff is going away for?

Director Flowers states that this is a local conference. She states that two (2) YA team members and YA Manager will attend this conference October 12, 2016.

Trustee Harris states that she noticed that the At&t Mobile bill went up this month and will like to know why?

Director Flowers states that At&t did not bill HPLD for unlimited usage as before. She states that HPLD and At&t is aware of this and is working together to resolve the matter.

Trustee Harris asked, what is the charge for \$500.00 for sanitation certification?

Director Flowers states that the managers were trained and certified in food sanitation to continue to serve food to the kids here at the library.

Attorney Jarad joins the meeting at 5:16pm.

Trustee Harris asked, what is the charge on the Purchase Journal for laptop computers for rental?

Director Flowers states that these are computers for the patrons to rent/loan while visiting the library.

Trustee Harris asked how many books and videos were purchased this month?

Director Flowers states that there's a record of how many books/videos were purchased in the Adult Services Manager's Report every month.

Trustee Harris asked about the \$1,137.00 charge for the storage units. She asked, when will the items be moved out of storage?

Director Flowers states that HPLD staff have some health challenges however, we are working towards clearing & condensing the storage units and continue to run day to day operations.

Trustee Whitaker asked, is this the library staff that's working on moving the items out of storage?

Director Flowers answers yes.

Trustee Harris states that yes they are because they're the ones that moved the stuff over to storage, right?

Director Flowers answers with yes, the staff did move the items over to storage but the library was closed during this time.

Trustee Whitaker states that the big difference is that the library was closed when the items were moved over to storage opposed to now, the library is fully operating. He asked, if HPLD could possibly look into hiring a moving company to get those materials back to the library?

Director Flowers states that she will look into getting some quotes from some moving companies.

Trustee Harris asked, how much soap does HPLD get for the charge of \$175.98, she asked if this was a monthly charge or what?

Director Flowers states that four (4) units come in each box and two (2) boxes were purchased for that price. She states that this soap is used throughout the library washrooms and lasts up to two (2) or three (3) months.

Trustee Harris states that on the General Ledger page one (1), there's a credit listed for \$6,249.47 under her name and want to know what it's for.

Director Flowers states that she will do some research and get back with Trustee Harris. She states that it was probably a system error or typo but will get back with Trustee Harris as soon as she figures it out.

Trustee Harris states for the record that there's a credit in the amount of \$6,249.47 on the General Ledger and wants clarity on that credit.

Trustee Ervin and Trustee Nesbitt joins the meeting at 5:29pm.

President Patterson states for the record that Director Flowers just explained to the board that it is not a credit received from Trustee Harris and she will do some more research and print it out once she figures it out.

Trustee Harris states that on Petty Cash Reimbursement on page two (2) of the General Ledger, what is the petty cash reimbursement for?

Director Flowers states that she keeps petty cash on hand for library programs, board meeting lunch, mileage, etc. She states that every Friday she's reimbursed for the purchases made from petty cash.

### **ADJOURNMENT**

President Patterson made a motion to adjourn the meeting at 5:34pm and was seconded by Trustee Nesbitt.

Roll Call Vote:

Ayes: Mauzkie Ervin, Jerlene Harris, William Whitaker,  
JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent: Tamika Price

Meeting Adjourned