

HARVEY PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE OF THE WHOLE MEETING
JULY 11, 2019

CALL TO ORDER: 6:18pm

ROLL CALL:

Present: Mauzkie Ervin, Jerlene Harris, JoAnn Nesbitt, Tamika Price and Roberta Patterson

Absent: Charwana Morgan and William Whitaker

DISCUSSION OF BILLS, INVOICES AND OTHER FINANCES AND ACCOUNTING MATTERS

President Roberta Patterson asked if there were questions regarding accounts and bills. Trustee Jerlene Harris asked if the withdrawals dated June 3, totaling \$9,272.70 covered ADP for payroll, insurance and other fees. Interim Director Antonia McBride answered correct. Harris asked for an explanation of a \$300 difference on June 20 for salaries. McBride stated she increased the hours of two employees for the summer. Payroll sheets are available in the board packets, within payroll are the deductions and summaries for two payrolls in June. The two employees with increased hours are Diane Boswell at 22 hours and Tim Coleman, 25 hours. Harris asked if library hours increased. McBride answered no. Harris asked if the hours are above what is required from the cut in May 2018, which was Board approved. President Patterson stated it is at McBride's discretion to increase hours as staff is needed. Harris said she did not see that in policy, but wanted to know if the increase is temporary. McBride answered the increase in employees' hours are for the summer. Harris asked if they would decrease in September. McBride said yes.

Harris questioned a \$319.30 deduction used for six people, but three trustees attended a conference. She questioned airline and hotel charges. Harris asked if six trustees went to the conference, why did they not appear in the report. McBride explained that three trustees attended the out-of-state conference. The account indicates three tickets purchased for United Airlines, three tickets for Southwest and three hotel rooms. The airline tickets were split among two carriers in order to save money. Departure was one-way United; return on Southwest. Harris questioned the amounts for the hotel rooms stating there was an over-extended expense on the Harvey Public Library District because hotels on the conference list were not used. McBride explained she was able to obtain lower pricing on hotels from the suggested list. Hotel pricing in Washington D.C. ranged from \$200 to \$350 per night. McBride booked rooms from the same list for \$176 per night. Booking fees and taxes were added.

Harris questioned the \$500 per diem allotted to trustees for the trip. She asked for the daily amount. McBride stated the daily amount was \$125. Patterson stated all trustees were given the opportunity to go. Harris stated she was not notified in enough time. Patterson stated everyone was given the information in February. Harris stated due to the financial situation of the library, she felt personally she could not take advantage of something appropriated a year ago and we did not understand the depth of the financial mismanagement of the funds of the Harvey Public Library District.

Vice President Tamika Price made note to Harris that the return flight on Southwest was equivalent to the transportation Harris used for an in-town conference, which was not exuberant in comparison to the expense Harris incurred. Harris stated that expense was in March and the director had sole discretion and booked transportation for her to attend the conference in Oak Brook. Others piled into a car and were reimbursed for mileage. Harris said she had no idea how much transportation cost; the director was in control of booking transportation and why would she put it in the June packet – to justify the limousine and travel to and from Chicago and Washington D.C.? McBride stated the limousine receipt in the packet is incorrect. The correct

HARVEY PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE OF THE WHOLE MEETING
JULY 11, 2019

receipt totals \$348.30, which appears on the June statement. Patterson stated McBride had discretion in both instances and she found the best prices.

Harris voiced concern an invoice for "Netflix" for \$2,000. McBride stated it is "Netrix", and the invoice was in the packet last month for computer hardware. The original invoice was over \$67,000; E-rate paid over 80-percent and the library is due to pay \$10,000. Netrix is willing to work with us to pay increments until the full amount is covered. Harris said she thought E-rate was used for patrons' ability to use the computers. McBride explained E-rate is used for a number of things, including upgrade of hardware. Harris thought that was a large chunk; what would citizens get out of E-rate. McBride stated a reduced price because the hardware upgrade was originally \$67,000.

Harris requested clarification on a deposit of \$883, because it appeared different checks were deposited. McBride explained the checks were for Flex Room rentals, such as repasts, Metra Town Hall Meeting, etc. Harris asked if there were seven rentals. McBride stated there was four rentals in June. Harris asked for clarification on when rooms are rented, who is renting, and how many each month, for transparency. McBride stated the District does have a computer program that will help in booking rooms. Training on the software will start when time permits so reports will be available.

Harris asked about an invoice for equipment that is being sold to patrons – flash drives, headphones. She requested a list of how much is being sold and for what price; a weekly and monthly accounting. McBride stated there is accountability for those items on the General Ledger. However, due to the work being completed on rebuilding the accounting software after the malware virus, the general ledgers have not been available.

Harris questioned the amount due for the ComEd bill. The amount shown on the invoice due August 23 is \$6,486.14. She asked is that the agreement made with ComEd. McBride stated the actual amount due for July 24 is \$3,048.15. What you see is a combined bill of July and August. We are still within our payment contract with ComEd.

Harris asked about a bill for Demco. McBride stated Demco wants payment for items purchased in 2017. She requested itemized invoices but had not received them before the current Board meeting.

Harris asked about Internal Revenue Services billing in the amount of \$5,509.25, which is past due. McBride stated that is for a tax period in 2016. She had not reached someone by phone, and requested more time to follow up. Harris asked why the auditors did not catch that. Vice President Price asked if McBride did not have time to get information or no answer. McBride stated she was not able to get a person on the phone after being on hold for extended times. Patterson stated once we get the fine settled, we may be able to get some of the fees expunged.

Harris questioned a medical bill submitted by Youth Services Manager Kim Peake in the amount of \$954.70, dated September 2018. Peake explained at the time she went to the doctor she was not aware employees did not have health insurance. Harris stated the Board reduced everything on May 14, 2018. Harris asked if Peake was aware salaries were cut by 34-percent in May 2018. Peake responded she was not aware of that. Harris asked McBride to furnish Peake a newspaper article that included the information. McBride stated Peake was aware of the salary cut, she was not aware of the lack of insurance coverage, according to the letter Peake provided. Peake explained that she went for a yearly check-up with a new physician. She made the appointment in May. Harris stated the services were cut; but Peake continued to explain she was not aware of not having medical coverage. Price requested the Board review the bill and

HARVEY PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE OF THE WHOLE MEETING
JULY 11, 2019

get back to Antonia, who can relay information so Harris could stop the dialogue with the employee. Harris asked for legal advice on the bill. Patterson stated once the attorney arrived the Board would pose the concern to the attorney.

Harris asked for clarification for cash deposit in account ending x0863, First Merchants Bank, in the amount of \$492.70. McBride explained that account 0863 contains \$110, carried over since Breakfast with Santa in December. Upon further review of the account numbers, McBride explained that the amount Harris questioned is in account ending x5767 and anything in that account is weekly cash deposits, generated from computer services, faxes, any monies taken in during the week.

Harris approved of how Office Team is breaking down their hours and costs, but is not seeing (inaudible comment). McBride stated the invoice provides information on the number of hours the temp person works and the cost per hour charged by the company. Patterson asked if that is the agency McBride hired to help fill temp hours. McBride answered yes. Harris stated she wanted to know what function the person is doing. McBride answered Circulation. Harris asked why that person was not listed with the other employees. McBride explained that the District's regular employees appear under ADP; the temp agency is separate with Office Team.

Harris questioned the fee of \$210 for the ALA conference; did it include extra exhibits and annual fees. McBride explained \$210 was the full conference registration. Harris explained there were additional fees for some exhibits, for instance to hear the Supreme Court justice speak was a fee – she looked on the website. Patterson stated Harris looked on the website, but she continues to ask questions. Harris stated there were additional fees paid to ALA. McBride stated if Harris is asking about membership, yes there was a \$65 fee paid each for four trustees that included Harris, Patterson, Morgan and Nesbitt, to ensure we were able to get the conference registration at the cost of a trustee fee. Harris asked why would McBride pay for her annual fee when she clearly stated she was not going to Washington D.C. McBride clarified that Harris came to her several times saying she was unsure about going. In the meantime, in order that Harris received the same cost of registration, McBride paid the annual fee on behalf of Harris. McBride added that Harris came to her seven days before the conference to inquire about the cost of airfare.

Harris asked how much was the limousine to and from the airports. McBride stated one way was \$174.15, for three people. Harris asked was it Chicago to Midway. McBride stated one way was Harvey to O'Hare, return was Midway to Harvey. The return trip was also \$174.15.

Harris stated concern for feeding library employees and trustees. She wondered why there was a bill from Dunkin Donuts in the amount of \$32.02. Patterson stated that was for patrons. McBride answered Dunkin Donuts was purchased as part of an outreach program in partnership with First Merchants Bank. First Merchants Bank invited the library to participate in their Shred Day. From time to time, we go out to events to promote library programs, services, and to inform the public about obtaining library cards. For this event donuts and coffee were purchased to take to the event.

Harris raised another concern about an invoice – Acacia Financial Group. She noted there was a lot of discussions in March. Harris said it looked like a lot of people discussed the same DSR. She asked for clarification. McBride stated DSR is debt service reserve. Acacia was hired by the District and they work on abatement issues, debt service reserve and basically the concerns discussed directly between Phoebe Seldon and the Board. Harris asked if DSR is bond council or an account. McBride stated that is the bond held by Regions Bank – debt service reserve fund. She asked if Phoebe is the financial advisor. McBride said yes.

HARVEY PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE OF THE WHOLE MEETING
JULY 11, 2019

With no further questions, Patterson called for a motion to adjourn the finance meeting. Trustee Mauzkie Ervin made the motion and was seconded by Treasurer JoAnn Nesbitt.

ROLL CALL VOTE:

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

Nays:

Abstain:

Finance meeting adjourned at 6:54pm.