

HARVEY PUBLIC LIBRARY DISTRICT

January 14, 2021

FINANCE MEETING MINUTES AS A WHOLE AND REGULAR BOARD MEETING REMOTE MEETING

The meeting began at 6.00pm

President Patterson opened up with this is the Harvey Public Library District Finance Committee Meeting As A Whole, Thursday, January 14, 2021 at 6:00pm. Posted on January 11, 2021.

Board of Trustees Finance Meeting Minutes as a Whole and Regular Board Meeting AND REGULAR BOARD MEETING

President Patterson read the Governor's Executive Order.

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

Trustee Harris-The question that she asked was does the employees distribution for the benefits go into Paylocity's account?

Interim Director Antonia McBride responded by saying, "The payroll that appears on the bank statement will say Paylocity and the account number is 114756 on your bank statements.

Trustee Harris-Is that where the employee portion of their benefits go?

Interim Director Antonia McBride-The benefits are deducted from the employees paychecks.

Trustee Harris Where does it do? Where is the accountability?

Interim Director Antonia McBride says the accountability remains in the bank.

Trustee Harris asks, what statement do we see that?

Interim Director Antonia McBride replies that amount stays in the bank. You won't see what's deducted from the employee payroll.

Trustee Harris says if I ask you for a complete distribution for the employees, their retirement, taxes and everything,, can I get it from you?

Interim Director Antonia McBride replies, yes!

Secretary Morgan question was regarding the Blue Cross Blue Shield bill. On page 35, it looks accurate, but the bill on page 34 says nine thousand five hundred dollars and sixteen cents. Her question was why are we being billed nine thousand dollars when it's two thousand dollars a month?

Interim Director Antonia McBride states that Blue Cross Blue Shield did not receive our seven thousand one hundred and twenty five dollars. It went to the city of Harvey. Blue Cross Blue Shield did receive a payment from the city but not from the library. So, they think we still owe them 2374.

Secretary Morgan asks have we reached out to them?

Interim Director Antonia McBride responded by saying she has and they are working on correcting the bill.

Secretary Morgan asks about MERTS HVAC. On pages 53 and 54, we have two bills. Last year we were instructed that we needed a new unit. I suggested that we pay for that unit. The unit was **\$40,000**. Instead the board voted to repair the unit for twenty something thousand dollars. Each month, we're paying MERTS. Two thousand, three thousand, fifteen hundred dollars. Instead of us paying MERTS \$3000.00 a month, why don't we get some estimates to replace the unit?

President Patterson asks Interim Director Antonia McBride is what we're paying for different from what we actually paid for a few months ago for the twenty five, twenty six thousand dollars?

Interim Director Antonia McBride responds by saying, "there's additional work going on items that were not replaced last year. All the units up there are old except for the Daikin. The Daikin is a combination of a number of units. It's just ongoing upkeep with these older units. MERTS is not out here every month. It appears like that. The last two or three months but we've been doing good not having them out here every month.

President Patterson asks Interim Director Antonia McBride if it would be beneficial for the library to replace the units or continue to pay for the repairs.

Interim Director Antonia McBride responds by saying they are old units. From what was explained to her, when the building was renovated, they keep the old units and the units were ten years old and the life span of those units are ten or fifteen years. I'm not sure. We're at the end of the life cycle for some of these units.

Vice President Price that what we were told in November 2019 and the board made the decision to repair the coils because it was anticipated to be a really cold winter. It was really in September or October and when it started getting cold it was an emergency situation and the board decided not to purchase the unit.

Trustee Harris says this is going to be an ongoing problem. If you look at the notation on pages fifty four, they expect problems continuously. Everything that's being said in this report, MERT'S anticipated problems with those units. On page fifty four, it says that this is a potential frequent drive problem.

President Patterson says, "maybe we need to look into replacing this. Who can look into this? Mr. Crudup?"

Interim Director Antonia McBride responds by saying "correct, Mr. Crudup.

President Patterson says, how about the board directing him to look into replacing it and how much it would be and how we would go about it from there.

Trustee Harris said, "we had estimates back in 2018."

President Patterson says to replace the units. The board directing Mr. Crudup to look into this.

Vice President Price stats that she saw a couple a vendors that were offer financing. If we look into that Antonia.

President Patterson says, if I remember that some of those quotes were forty thousands, 80,000 and 100,000.

Trustee Harris said, there was one for seventy thousands and that was the lowest estimates.

President Patterson says, if we can get two or three quotes again and with financing to see what we can do to replace these.

Trustee Harris says, “On page eight, there are three invoices of checks that were written to Attorney Jarad over \$190.00 an hours. Why are we paying Attorney Jarad? Where are the invoice? Check number 21888 for \$456.00, Check number 21873 for \$380.00 and Check number 21896 for \$646.00. Can we get the invoices?

Interim Director Antonia McBride responds by saying you get the invoices every month when she submits them. She doesn’t her checks right away. You’ll see they are all different dates.

Trustee Harris says, “On page sixteen, this is the IMRF (*Illinois Municipal Retirement Fund*). Why are we paying \$3284.54? How many current employee are there?

Interim Director Antonia McBride says that covers five people.

Trustee Harris asks about ADP on page 21. I thought they took care of the payroll and accounting.

Interim Director Antonia McBride says No. ADP was payroll services that we used prior to February 2020 and they owed us money so that was a reimbursement that they gave us.

Trustee Harris Ok. That one thousand seven hundred sixteen dollars and forty seven cents. And that is a credit to our account.

Interim Director Antonia McBride replies yes.

Trustee Harris-Risk Management. It came up to \$27, 937.00 but in one of the categories, Diger Crisis Protection for \$1,709.00 is this the same Diger on page 26 that charging us \$3685.00. Is that the same company?

Interim Director Antonia McBride you will see under the LIRA page it has an explanation of where that money is going. It’s Lloyds, which is Lloyds of London and it’s Gallagher Prices Protection for 1709.00. Now when you go to the next page

Trustee Harris answers which is page 26

Interim Director Antonia McBride states that’s you actual renewal of your premium. So your premium is paid two or three times a year.

Trustee Harris It says the annual premium for Gallagher \$1709.00. Why are they asking for \$3000.00 from the library?

Interim Director Antonia McBride-Everything under LIRA is what’s covered. All of the different services that you get from LIRA. Gallagher is the actual Risk Management Company that oversees all of your list of policies.

Trustee Harris It sounds like wer’re paying Gallagher twice. If someone can give me some charity, I would appreciate it.

President Patterson says if you look under LIRA, it has several different things that Gallagher services provides. It provides Lost Control Services, Claims Administration Fee, Administration Brokerage Service Fees, and Gallagher Crisis Protect, and that might be the total of the invoices that she submitted.

Trustee Harris-But is you look at page 26, I see a higher amount of money that Gallagher is charging and I’m trying to get some kind of clarification.

Interim Director Antonia McBride- Gallagher is our Insurance Company. That is who we are paying to who covers all of these other policies.

President Patterson-Didn't you say they only charge us several times a year?

Interim Director Antonia McBride-Yes. We're going to see one more invoice from them for the year. But the \$27,000 that's for the entire year and it covers all of the items that's on the LIRA page.

Trustee Harris-On page 49, I'm concerned about the \$330.70 that we're paying in late charges. I asked you every month about the LEAF. Why are we being charged if the bill is being paid?

Interim Director Antonia McBride-The bill is being late. I have reached out to the company to see if we can get one of those late charges waved, but if you recall, the December payment was late because we had to hold a Special Meeting.

Trustee Harris-Page 48, Lauderbach and Amen, you keep saying they are coming up with an audit and I haven't seen it yet for 2019 and now they are saying Professional Services rendered with audit of the financial statement for the fiscal year ending in June 30, 2019 for another \$500.00. So, could you tell me how much money have we paid for audits? To get the audit prepare for 2019. We need the audit for 2020. Neither one has been given to us. Maybe we can answer one question together. It says, that this \$100.00 an hour for \$2,400.00 that they were helping with accounting assistant. I thought we were paying people to do the accounting for us. Payroll and everything like that. Why are we paying them for 24 hours?

Interim Director Antonia McBride-They had to do additional work on previous years of accounting. We had a number of people working on the system back in 2015, it was a lot of accounting that was not properly inputted. I tried to clean up the accounts before they touched them but there still needed to do extra work.

Trustee Harris-I need to see what they actually do to justify that charges that they are charging us. The City of Harvey Library.

Interim Director Antonia McBride-I called them several times and asked them to participate in calls. They said, "they usually don't talk to the board unless they have a draft of the audit."

Trustee Harris-So, When is the draft going to be done so we can go over it? For 2019, I'm assuming they're not working on 2020?

Interim Director Antonia McBride-According to them, they should be ready for the next board meeting in February.

President Patterson-And, that's the 2019 audit?

Interim Director Antonia McBride-2019.

Trustee Harris-I hope it's not like the one they gave us in 2018 where they gave us certain numbers to study and then they use different numbers altogether in their presentation.

Vice President Price-What's the reason for the delay?

Interim Director Antonia McBride-Every time I reached out to them, it's a different reason. They're trying to reconcile numbers, they're doing training, people are working out the office. It's always something different with them.

Vice President Price-But it's an issue on their end.

Interim Director Antonia McBride-Correct

Trustee Harris-Do you have this in writing?

Interim Director Antonia McBride-Yes we do.

Trustee Harris-You need to share this with the board. Because there needs to be a discussion among the board members on what action we need to take. We need to try to look for another accounting company.

President Patterson-That sounds like a good idea. I thought this company was a new one? Because the one we had before didn't like us.

Trustee Harris-I think they didn't like us.

President Patterson-That can be true to.

Interim Director Antonia McBride-You all signed a three year contract with them so I think 2020 is their last year.

President Patterson-We went with them because the previous accounting company we didn't like. And they were late and they kept blaming it on us saying they didn't get the right paperwork. At least they this place isn't say that.

Vice President Price-Well they didn't get it. Sandra didn't provide it.

President Patterson-That's definitely a possibility.

Trustee Harris-I want it to be known that I am not satisfy with the answers

AUDIENCE PARTICIPATION

No audience participation.

ADJOURNMENT

Motion to adjourn the meeting-Vice President Price
Second by Nesbitt

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

Meeting adjourned at 6:40pm.