

# HARVEY PUBLIC LIBRARY DISTRICT

September 7, 2021

## FINANCE MEETING MINUTES

### REMOTE MEETING

#### 1. CALL TO ORDER

The Finance Meeting was called to order at 6:00pm.

Director Menzies read the Roll Call?

#### ROLL CALL

**Present:** Trustee McCaskill, Treasurer Nesbitt, President Price.

Also present: Trustee Williams, Vice President Patterson, Attorney Weinstein

Trustee McCaskill started the meeting off by asking if there were any committee members have any questions about the bills list?

No one responded.

**Trustee McCaskill** said, “the only the only question I have director is, when we have our committee meetings, and it should be for all committees, we should have minutes to be approved on the agenda and also, approval of the bills list as recommendation to the board as a whole. I didn't see the reconciliation from the accounting system to QuickBooks. Has the reconciliation been done?”

Xavier Menzies responded by saying, “No, sir. It has not been completed. I want the financial assistance to speak to that.”

Runisia Henry said, “we are looking at the reconciliation of the books. We now have connection to the bank, however, the statements are not where we can upload them to QuickBooks. So each individual bank statements has to be keyed in and that's going back to January. It's going to be a process, but we're going to get it done as quickly as possible.”

Trustee McCaskill asked, “so I got a question so outside your other job duties outside of reconciling and doing monthly bills, what else is being done to get this done. This was one of the requests I made when I first became a trustee back in April/May. I'm sorry and we're now in September. How many months, do we have done this record sound now.”

Runisia Henry responded by saying, “we just received access to the bank statements. So we don't have any completed as of yet.”

Treasurer Nesbitt said, “For one thing, we keep going to the bank and they're telling me their having employee problems getting our statements together. The last time I went up there, I told them if they cannot get it, we will be going somewhere else.”

Trustee McCaskill asked Treasurer Nesbitt if she was telling him First Merchant Bank does not mail out our statements every month?”

Treasurer Nesbitt responded by saying, “No. They do not because they don't have it.

Trustee McCaskill asked, “how we supposed to balance to know how much money we have it we don't get a statement on a monthly basis?” How can we oversee as a committee, or even a board supposed to do their job when they don't know how much money we have. If we're not getting monthly statements from First Merchant Bank, I'm not even talking about online access, I'm just talking about printed statement how we how we operate as a business. When was the last time we received an actual bank statement from First Merchant Bank? A physical bank statement mailed to the library from the merchant bank?

Director Menzies stated, “When we finally received the hardcopy, we sent out an email several days ago with the updated treasurer's report and the last three months bank statements. We don't have the reconciliations.

Trustee McCaskill said, “I know how to reconcile but I don't put things into QuickBooks. We're not a huge organization. Our budget is what? 800,000 maybe? It shouldn't be that difficult for us to take a key in reconciliations general interest. What do we have to do so that we can have a conducive accounting system moving forward? Here we are in September and January, February, March, April May, June, July is not even in the system.”

Director Menzies stated, we just don't have them tonight. We will and it's a matter of pushing a button when we have access. Beyond that, we may be talking about an excess of 60 hours. Unfortunately, we don't have that tonight I'm very frustrated with that.”

Trustee McCaskill said to Director Menzies, he wasn't trying to tell you how to manage people, but it doesn't it doesn't take 60 hours to do a monthly reconciliation.”

Director Menzies stated, “with all due respect Chairman, the monthly recommendation I mean to come back up to speed. From January in QuickBooks”.

Trustee McCaskill said, “what I'm saying to you is when you when you put in information data into your accounting system all you're putting in, there is the payroll. Right? Because the checks that you cut should be automatically in there. All you're doing is putting your receivables. What else do you put in there? You're putting their receivables and you put in your payroll a very good receiver was a lot that much money we're not collecting much money for the library. We might get sporadic money here and there, but it's not that difficult to put information into QuickBooks. At a minimum, June should be done because we don't have much money. It does not take that long to journal entry or, to put together receivables for reconciliation for organization outside.”

Treasurer Nesbitt stated, you have to remember, he just got on board and he's learning the system that we have the library. We're doing all we can to travel to the bank and they are not putting out. So like I told you before, we told them if they didn't do what we asked him to do, we will be going someplace else.”

Trustee McCaskill said, “the bank is the one issue I'm saying on a daily operational basis. It's not that difficult to put in journal entries for reconciliation, when you have the bank statement. Director, say we have the main things. I know we have the bank statements. You know how? Because, he emailed them to us, as a committee, and for those who wanted to print copies got a copy. Trustee McCaskill continued by saying, “I'm not sure who's doing the accounting, but the

stuff should be in the system. That has nothing to do the bank. The bank has given us the bank statements treasury. We're just not putting stuff into our accounting system. I'm just trying to figure out when we are going to start putting our revenues and payroll into the system. Director, how much more time, do we need, next month, which will be October, we can have January to June into the system, so we can see what our profit and loss looks like."

Director Menzies responded by saying, Yes, Sir. We need to make that commitment to begin the keying in the data from the beginning of fiscal years."

Trustee McCaskill asked, "how many accountants/bookkeepers do we have working for the library?"

Director Menzies responded by saying, "one."

Trustee McCaskill asked, how many hours of being dedicated for accounting on a weekly basis.

Director Menzies responded by saying, "19 hours."

Trustee McCaskill responded by saying, "19 hours? What are we doing in 19 hours? We're only pay bills once a month. Right?"

Director Menzies responded by saying, "that's the time that it takes to key in the data from the beginning of this fiscal year Chairman. Are you talking about from month to month now?"

Trustee McCaskill responded by saying, "What I'm saying on a daily basis or weekly basis. Whenever your staff do their job, what is there, what is there day one of the week."

Director Menzies responded by saying, "it look like we're only cutting checks once a month, there were times I have documented a half dozen times we have gone to the bank hoping to get remote access. When we got back to the district, the remote access did not work because of the bank's technological failure by their own admission."

Trustee McCaskill responded by saying, "So I'm not disagreeing with you, Sir. We have the actual bank statements. We should be manually putting in the bank statements like anybody else would, if they don't have access to the online process. So, again, for 19 hours a week, what is the taxpayers paying for because we pay bills once a month".

Director Menzies responded by saying, "we do payroll twice a month. So between those 19 hours, I suggest that we, you and I sit down, or even perhaps Personnel Committee and look at the role of the part time financial assistant."

President Price stated "she just want to add, it is a fair question, because I know within another organization, I think we acquired a third party for 29 hours to do reconciliation. Half of one year and 12 months so full month and I think it was for 30 hours, so I guess that's a fair question, so what I understand the chairman is asking is, are there any additional duties, that the accountant is doing outside of that?"

Director Menzies responded by saying, "There were some other assistance this the financial assistance was providing with regard to some grant writing and some other financials. Prior to my arrival, I was just discussing with the public services librarian that we need to isolate the financial assistant from what she's going to do so, this conversation is actually good in her

presence. We need to prioritize the updating of QuickBooks. But I do need to say this, and I say this in her presence. In all honesty, Chairman McCaskill, ladies and gentlemen, we have a financial assistant, who has an MBA, who is doing the role of a bookkeeper was hired as an administrative assistant for 19 hours at \$17 an hour. I think the district has benefited from this position all total now. If we would be allowed those 30 hours and isolate those we could commit, we could probably finished it in two weeks. Completing those king in that data, you said 30 hours is a respected time king in that data if you'll allow us, certainly the next board meeting. We should have that and I say that in your presence Mrs. Henry because, so you can understand the urgency. I thought I shared it, but I take responsibility for not making myself clear enough because I don't want to have these conversations again and we need to make this awkward and get it done by all means. And so we make that commitment tonight, ladies.”

Trustee McCaskill responded by saying, “I appreciate that director, but moving forward do we have an actual job description, just for the bookkeeper because what happens when you start adding roles to a person, he becomes overwhelming right? So we just stick to the roles of the job, the strip description of the bookkeeper and let that person just do that job. Then find someone else or figure out something else for someone else to do, because the priority for any organization is, you're only as good as your books. So, can we zero in on her job description and keep that job description strictly for bookkeeping. Then, maybe put someone else to do some flexible work, because I think this is the heartbeat of our organization”.

Director Menzies responded by saying, “Yes, sir.”

Trustee McCaskill asked if there's anybody from the committee had anything to say?”

President Price said, “she agreed. It sounds like the accountant was doing additional duties but it's clear in terms of the update that needs to be done for QuickBooks. I just wanted to make we have Council on the agenda for tonight. So are we going to talk openly about this situation with the bond because we don't have an executive session on our agenda for finance. .Maybe it says Bond Council Q & A with Glenn Weinstein on the agenda to be discussed.

Vice President Patterson stated, “it was on the agenda.”

President Price responded by saying, “I'm not disagreeing with you, Vice President. What I'm saying is, we don't really want to air out the dirty laundry. This personal information you can't do it, in an open session. My question is, is it because there are some questions there's going to be asked about the SEC that we should be discussing in Executive Session? This Executive Session is not on our agenda to discuss so we need to be careful how we formulate questions.”.

Vice President Patterson said, “you are correct, we cannot discuss any personal information, an open session, if it is personal information, you should reschedule it for when we can include it in executive session. I agree, I agree wholeheartedly, I think we should maybe see if the gentleman can come back on our regular meeting on Thursday”

Trustee McCaskill said, “bring them in Executive Session and have a conversation because no matter what we add, it's going to end up being personal. We were discussing the, I can't think of the terminology, for it, but like when you reassess the percentage or the rate. Is that not what we were discussing? That's part of it, but then there's the whole situation that the Attorney talk to us about last time. About the whole SEC issue.”

Vice President Patterson stated, “well, we did go into Executive Session during that time if that’s what the committee wants to do, I just think we should.”

Trustee McCaskill said, “maybe ask them to come back so we can have a real open dialogue about what’s going on and then, bring it back to the public for discussion, but to talk about it, I don’t think that’s wise”.

President Price stated, “we need to make a motion to table it.

Trustee McCaskill asked Director Menzies if would be comfortable coming back on Thursday? And we can slide him in Executive Session, have a true conversation about what’s really going on because you can’t talk about rates and things like that, when I’m talking about the issues that we have.

Director Menzies responded by saying, with all due respect to the origin of the board, beyond 6pm on Tuesday if I’m not mistaken, you will be violating open meetings act to change Thursday’s agenda this point.

Trustee McCaskill stated, “There should be something on the agenda that talks about anything didn’t.know. You can come talk to us about it, I mean just like if a resident want to come and talk to us and second session it’s up to the board to say yes and come and of talk through it. We don’t actually we don’t have to make an action item out of it right, but we still there are some questions that I have because my name and the rest of the trustees names are attached this stuff, and we need to know what our options are. This or I guess it and we want and I definitely want to have the attendee on the phone to get her legal opinion.

Vice President Patterson said’ “correct me. Can we add it to the Executive Session at the beginning of the meeting on Thursday? You can actually say, I’d like to add an item to Executive Session.

Director Menzies stated, “I do recall that. The next item would be if Attorney Weinstein is available?”

Attorney Weinstein responded by saying, Yes, Sir, I can do that.

Vice President Patterson stated, however, Executive Session is after we have our meeting unless I’m not sure if you could edit before that.

Trustee McCaskill stated, “we can pose a motion to amend the agenda as long as we get the vote to move the Executive up to line item 3 or 4, that’s good to get in and out and then so that way we don’t know you know waste of time.

Trustee McCaskill said, “I could be wrong, but trustees, I think we should just wait until we have our attorney along with him, so we can ask the hard questions, because I have some questions, I want to act and I don’t want to talk about it, because you know it’s a legal situation.”

Attorney Glenn Weinstein asked, “if he could ask a general question? But what you are referring to is the SEC investigation into the advisor and the underwriter with respect to the original bond financing?

Trustee McCaskill responded by saying, “Yes, exactly what I’m speaking about Sir.”

Attorney Weinstein responded by saying, "I've got it. I just wanted to check.

Trustee McCaskill asked, "President Price and the other trustees if they were cool with that? I mean I think it's sensitive information.

**Someone said you're hiding from the public. (Don't know who)**

Trustee McCaskill stated, "We're not hiding from the public that's not what we're doing so, whoever said that it is out of order, first and foremost we're not hiding from the public, but we cannot discuss personal people's information in the last session so whoever said that is wrong."

Vice President Patterson stated, she had question. Is there something allowing for people that are not committee members in this Financial Committee meeting?

Trustee McCaskill responded by saying Well it's open to the public. Once we go to public participation,

Vice President Patterson stated, "so you're saying, trustees have to wait to public speak before they can make a comment or question or speak?"

Trustee McCaskill responded by saying, "yes, ma'am. Just like I can't go to Trustee Williams Committee, and she has a committee of three. We can't interject with their committee meeting it's like the same thing with the building committee so".

Vice President Patterson responded by saying, Okay, I hear what you're saying, but I do not agree with it. But what I do wonder is, when do we get a chance to discuss bills and charges if we can't speak until the public speaks?"

Trustee McCaskill responded by saying, "when we vote."

Vice President Patterson said, "because you don't have a financial meeting of the whole on Thursday and you don't have where regular trustees can speak now. Just put people in a committee which was my question to our President, some time ago.

Trustee McCaskill stated, "he was under the impression that the Attorney clarified any issue that you had about the committee. Committee Structure. So how committee structure works, you can always say something. When we go to public comment, then you can say what you want to say."

Vice President Patterson said, no. The Attorney did not tell me that and I don't know how you knew that since you weren't part of that conversation Well, my name is a part of the conversation.

**5. AUDIENCE PARTICIPATION**

Trustee McCaskill asked Director Menzies, if we have anybody who turned anything in Director?"

Director Menzies stated "there was a motion on the floor."

Trustee Williams stated the motion was to postpone Bond Council Q& A until Thursday. President Price motion that the Q & A be postponed until Thursday we needed a second even for discussion.

Seconded: Treasurer Nesbitt

## **ROLL CALL**

Trustee Williams, Trustee McCaskill, Treasurer Nesbitt, President Price.

Trustee McCaskill asked Director Menzies if motion carried?

Director Menzies responded “yes. Chairman, is it a good time for us to thank Attorney Weinstein for his presence tonight?”

Attorney Glenn Weinstein said, “I will talk to you on Thursday.”

Trustee Williams said, “So we are at the point of public discussion on the agenda?”

## **5. AUDIENCE PARTICIPATION**

Director Menzies responded, “Yes, Sir, I just open up the public discussion. We have a request from former Trustee Jerlene Harris who'd like to speak as of now, I don't think I received an email from her.”

Trustee McCaskill stated, “Vice President Patterson wants to say something. We'll allow her, to say something as well.”

Vice President Patterson stated, “she was a little confused that Trustee McCaskill stated earlier about the status or how committees are ran. I have questions about the September bills. If this is the time to ask a question about it, or is there, another time or place to do that?”

Trustee McCaskill stated, “you can ask now?”

Vice President Patterson stated. She notice under the Com Ed bill, it there's a \$7,000 bill under September bills. But if you look at the actual bill, it has \$17,000 I was wondering if you can explain that to me. \$17,006 29.

Vice President Patterson stated, the actual bill says pay this amount by October 20<sup>th</sup>. \$17,829. But on the September bill, it says 7000. So what's that? Is this a \$10,000 deposit, we have to pay?

Director Menzies asked for 7000, are you referring to last month's payment amount of this month?

Vice President Patterson stated, she was looking at September bill and it says, Com Ed bill \$7,636. But if you look back at the actual bill, it says \$17,000 is due in October.

Director Menzies stated, “If you look at the second page of the bill you will see outstanding deposits.”

Vice President Patterson stated, “another thing about Merks. Merks has a \$720, \$734 total but it looks like there were two different bills. Yes?” Both of them say leaking?

Director Menzies responded by saying, “Yes ma'am so what? Lord have mercy. We have a hole in the drain, and one of our unit. You know those units are in the life. To replace that yes, out of warranty, and so what we've been trying to do is catch it and repair it. We have some water damage. Some rubber damage, damage to materials. Eg, periodicals that we have resolved. It's not leaking right no. They pair with what amounts to a patch so in the staff area I was able to show President Price physically that leak area so very soon we're going to have to Vice President Patterson we're really going to have to replace it. I was just wondering, though, because it looks like they fixed it and then it came back and fix it again that.

Vice President Patterson stated, “there wasn't a continuous you know. Sometimes, even at your house, if they come in and fix something and I still didn't fix it satisfactory, they don't usually charge you same amount twice and it looks like that's what they did. Did they showed us where you. Where it leaks?

Director Menzies responded by saying, “it leaks in multiple spots. Outside, something different. Not the same work on the same unit. From my understanding, this may be one of the units, where we did not get the air conditioner piece, or rather, not the heat exchanger. This is one of the units, where we did not get the heat exchanger because we don't want heat in the server room. Because we don't want the service to overheat, we did not from my understanding of the history, we did not get the heat exchanger on this particular in this particular area. And so, something may be related to that, I'm just summarizing but certainly, there were two repairs and to fall off for the unit, that is partially over the meeting room and the server room.”

Vice President Patterson said,”quickly with that Nicor bill, that says zero. And you look at the bill, you've got a big credit. How did we get that credit? Overpay or just what? I think they gave us a credit of 1200.00

Director Menzies stated, “I think an invoice crossed in the mail”. And so, it looks like a credit we'll see going forward.

Vice President Patterson stated, “We don't really want to overpay. I'm hoping that it is a.credit.”

Vice President Patterson asked, “what is Overdrive?”

Director Menzies responded by saying, “Media on Demand is also known as well as digital resources electronic books. Universal Class is also in Overdrive. This is all of your electronic media.

Vice President Patterson asked, if it is relatively new?

Director Menzies responded by saying no ma'am.

Vice President Patterson asked if we've had it quite a while.

Director Menzies responded by saying yes ma'am.

Vice President Patterson asked, What is the Connecting Routes Project?



Director Menzies responded by saying, oh, that's a beautiful project. I'll let Miss Kim speak on that. That's a wonderful program that's coming to the library where an actual group comes to the library and they're going to present a play on the library ground. It was going to be in the meeting room, but they changed the rules because of Covid, so they're going to be in the library grounds it's going to be a wonderful program outdoors. If weather permits, we invite everybody to come. Actually Miss Kim put it in her report and we're going to speak about it again. It's September 20th on the library grounds it's a wonderful program they have been going from different locations, making its route to our library.

Secretary Morgan stated, "she wanted to say something. "Vice President Patterson actually touched up on that I have questions about the markets because that's something that I've been expressing myself about for quite some time. We are continuing to pay to patch things up and put a band aid on things. I just want this to serve notice once again that we, as a board needs to find some type of solution to this problem. Whether it be financing a unit to replace the problem. I mean, each month, if we're going to continue to pay Merks like last year alone, as I brought this to the Boards attention. We spent almost \$30,000 patching up those units. Something needs to be addressed. Maybe our President can look into that or us as a board.

And I appreciate you guys for the Over Drive. There are some invoices for a class for Miss Meeks from July. I'm just curious as to why those invoices are just now reaching our packet in September and what class did she give? Was that an online class? Was she in the library? What went on, with that class?.

Runisia Henry said, "she can speak to that. We receive a grant through Age Options and Tera Meeks is a personal trainer comes via zoom and our Age Options Grant pays her. I'm sorry her invoice was submitted after our cut off date.

Secretary Morgan asked, how much was the grant for?

Runisia Henry responded by saying, "\$7500.00."

Secretary Morgan asked, So she'll be giving classes until that is completed?"

Runisia Henry responded by saying, "Correct, yes. We have two instructors who does classes and the grant allows us to do PPE as well."

Secretary Morgan said, "And I saw and Miss Haywood I think it's the name, yes." So both of those are new classes, that that I saw. How do we know how many Harvey residence actually participate in these classes?"

Runisia Henry responded by saying, "We offer the information via our website. The instructors also encourage them to invite others We're getting that information out as best we can, especially with you know what we have available as far as our social media pages.

President Price asked with the Age Option, it's not solely used for that instructor? Right? Because we used funds already for the tablet.

Vice President Patterson asked, if it is free to our residents?

Secretary Morgan asked, "as far as the musical, I don't know if it's a musical, a play, I was reading on cams report regarding the performance. Its happening live here on September 24<sup>th</sup>. Its

targeting children age six and under. Secretary Morgan asked Kim Peake if she has reached out to our local schools and daycares to get children from our Community to participate in this event?"

Kim Peake responded by saying, we've gone to several outings and tomorrow I'll be attending Whittier school to promote the program.

Secretary Morgan asked, "How many students can participate.

Kim Peake responded by saying, there is a limit on them, I think it might be twenty kids are so.

Secretary Morgan asked, do we know how many we have signed up so far?

Kim Peake responded by saying no. We do not

Vice President Patterson asked, if you have to sign up for it?

Trustee Williams stated she had a question about the invoices. One of them is it says that there's some white out here one of them actually says that it's set to be allocated from the Age Options Grant and the other one doesn't. I was just saying, maybe for bookkeeping, we should correct that so we can make it known that she's paid 100% out of that grant.

Vice President Patterson said, "and, for the Cardio and Strength Training.

Trustee McCaskill told Director that he can open the meeting up to the public.

Director Menzies responded by saying, yes, sir. Miss Harris.

## **5. AUDIENCE PARTICIPATION**

Jerlene Harris had much concerned. Who has been designated as the bookkeeper? who's been designated as an accountant for those resources that come into the Harvey public Library District? In the past, we didn't have a lack of bank statements, but we use almost like a rehash of what the state. We never got the statements we didn't steal the reconciliations which I was very much concerned about. The SEC duration question and answer that should have been transparent to the citizens of Harvey what is going on, I need to call down there and talk to the FCC investigation team to see what's going on and not to be taken into Executive Session and no comment whatsoever made to the citizens, once their out, is it a right under the law? On the library law that SEC going into conference executive conference for this board to discuss things that should have been transparent for the citizens of Harvey i'm very much concerned, and I will kind of take SEC myself. And, I think we need to have more transparency in the operation at the Harvey Public Library. .

Trustee McCaskill asked Director if there was anyone else?

Director Menzies responded by saying, "No, sir".

## **6. ADJOURNMENT**

President Price made a motion to adjourn the meeting at 7:03pm  
Seconded: Trustee McCaskill.

**ROLL CALL**

Trustee McCaskill, Treasurer Nesbitt, President Price.

Also present: Trustee Williams, Secretary Morgan, Vice President Patterson,

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