

**FINANCE COMMITTEE MEETING  
BOARD OF LIBRARY DIRECTORS  
AURORA PUBLIC LIBRARY DISTRICT**

**JULY 14, 2020**

In compliance with Public Act 100-0640, Senate Bill 2135 the Open Meetings Act authorizes public bodies to meet remotely in certain circumstances without the otherwise required quorum present at the meeting place. The new law requires the head of the public body determine that an in-person meeting is not practical or prudent because of a disaster. At least one member of the public body or the Chief Administrator Officer or the Chief Legal Officer must be physically present at the meeting place. Michaela Haberkern is present at the library. The library is partially open today, so it is feasible for her to be there. The meeting will be recorded and will be available on the library's website for 30 days and will be archived in our Administrative offices thereafter. The meeting was held via Zoom and viewable on the library's Facebook page. As with all open meetings we provide space for public comments in accordance with the law. For the purposes of this virtual meeting we asked the public to submit their comments via email or voice messages.

**CALL TO ORDER:** at 2:00 p.m.

Present: Trustees Jeffrey Butler, Joe Filapek, John Savage, Andrew Smith

Also present Executive Director Michaela Haberkern, Communications Manager, Mariam Meza-Gotto and Administrative Assistant Kim Gautschi

Treasurer John Savage stated in accordance with the Government Emergency Administrative Act PA 100-0640, the Aurora Public Library District Board of Directors Finance Committee finds an in-person meeting is not practical or prudent and believes it is in the library's best interest to hold a virtual meeting to perform essential business.

**ADDITIONS/CHANGES TO THE AGENDA:**

None

**MINUTES OF MAY 13, 2020 FINANCE COMMITTEE MEETING:**

Andrew Smith moved, seconded by Joe Filapek, to approve the minutes of the May 13, 2020 finance committee meeting.

Yes: Butler, Filapek, Savage, Smith

No: None

Abstain: None

Absent: None

Motion Carried

**FINANCE COMMITTEE 05-13-20 MINUTES APPROVED**

**NEW BUSINESS:**

**FY2019 Audit**

Michaela reviewed with the committee the 2019 audit and management letter from Sikich.

This is the last audit that we will have done as a component unit with the City. We will work with Jamie Rachlin of Meristem Advisers, LLC to produce either a sub-statement with Sikitch for January-June 2020 or we will do an 18-month audit for fiscal year 2020-21. We will let Jamie advise us the best way to do that. The audit finds no material deficiencies and the auditors' state they encountered no difficulties or disagreements with management.

Andrew Smith moved, seconded by Jeffrey Butler to recommend the full board approve this audit.

Roll Call on motion:

Yes: Butler, Filapek, Savage, Smith

No: None

Abstain: None

Absent: None

Motion carried.

## **FINANCE COMMITTEE RECOMMENDED THE FULL BOARD APPROVE THE FY2019 AUDIT**

### **Budget and Appropriations Ordinance**

Michaela reviewed with the committee the tentative budget and appropriations ordinance for fiscal year 2020-21. The tentative ordinance, drafted by our Attorney Roger Ritzman, is now the first step in our levy and budget process. It is a tentative budget and appropriations ordinance and it will remain tentative until it is passed by the full board after a public hearing on August 26, 2020.

The committee discussed the concept of appropriations, which is new to us as a district library. The appropriation is our authority to spend. We appropriate more money than our working budget, knowing that our expenditures will be constrained by revenue. We must appropriate more in order to have the flexibility to move money between budget lines and to also be able to spend more if the library should receive a large grant or some other unexpected increase in revenues. Additionally, we cannot levy more than we appropriate. We chose to appropriate 20% more than the working budget in all lines except the debt service. For the debt service, we appropriated per Attorney Ritzman's recommendations to account for the timing of bond payments.

Andrew Smith suggested we insert a footnote in the ordinance to make it clear the appropriation markup is 20%.

Andrew Smith moved, seconded by Jeffrey Butler to make a motion to approve as amended to reflect the current information the Budget and Appropriation Ordinance, Ordinance No. 20-1 to the full board for approval.

Yes: Butler, Filapek, Savage, Smith

No: None

Abstain: None

Absent: None

Motion carried.

## **BUDGET AND APPROPRIATIONS ORDINANCE, ORDINANCE NO. 20-1 AMENDED TO GO TO THE FULL BOARD FOR APPROVAL.**

**Revenue Update**

The preliminary revenue reported as for period ending June 30, 2020 indicates we are at 93% of expected revenue for June. Andrew Smith recommended another update at the July board meeting to include the most recent collections figures.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

On a motion by Andrew Smith, seconded by Joe Filapek, the Finance Committee voted unanimously to adjourn at 2:30 p.m.

All in favor.

Motion carried.

ADJOURNMENT

**CERTIFIED TO BE A TRUE COPY**

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Committee Chairperson (Member)

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