

AURORA PUBLIC LIBRARY DISTRICT
FINANCE COMMITTEE MEETING
OCTOBER 26, 2020

Public Act 100-0640 amends the Open Meetings Act to expressly authorize 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 unless it is not feasible because of the disaster. 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 9:00 a.m.

Present: Jeffry Butler, Joe Filapek, John Savage

Absent: Andrew Smith

Also present: Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Senior Administration Manager Kathleen Fennell, Communications Manager Miriam 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 THE SEPTEMBER 14, 2020 FINANCE COMMITTEE MEETING: Joe Filapek moved, seconded by John Savage, to approve the minutes of the September 14, 2020 Finance Committee meeting.

Yes: Jeffry Butler, Joe Filapek, John Savage

No: None

Abstain: None

Absent: Andrew Smith

Motion Carried

FINANCE COMMITTEE 09-14-2020 MINUTES APPROVED

NEW BUSINESS:

2020-21 Tax Levy Ordinance:

Michaela explained that this is our first levy ordinance as a library district and our formal request to the counties for property taxes. This the same figure as in our Budget and Appropriations Ordinance and our Estimate of Revenues Needed, \$14,721,319. This ordinance will be finalized with DuPage, Kane, Kendall and Will county clerks by December 29, 2020. The financial committee's action today is to recommend the full board approve this ordinance. Joe Filapek moved, seconded by Jeffry Butler for the Finance Committee to recommend the 2020-21 Tax Levy Ordinance to the full board for approval.

Yes: Jeffry Butler, Joe Filapek, John Savage

No: None

Abstain: None

Absent: Andrew Smith

Motion Carried

**FINANCE COMMITTEE APPROVES THE RECOMMENDATION TO THE FULL BOARD TO
PASS THE 2020-21 TAX LEVY ORDINANCE**

SPECIAL RESERVE FUND:

Michaela reported to the committee that the library district should establish a special reserve fund to legally accumulate funds in order to improve and maintain our facilities and vehicles. As a city department, the library established a special reserve fund in 2011. Our attorney recommends that as a district we set up a new special reserve fund and transfer funds into it in order to establish a clean paper trail. Within the next year or two we will adopt a plan to expend money from this fund. The finance committee's action today is to recommend to the full board to approve this ordinance.

Jeffry Butler moved, seconded by Joe Filapek for the Finance Committee to recommend the Special Reserve Fund to the full board for approval.

Yes: Jeffry Butler, Joe Filapek, John Savage

No: None

Abstain: None

Absent: Andrew Smith

Motion Carried

**FINANCE COMMITTEE APPROVES THE RECOMMENDATION TO THE FULL BOARD TO
PASS THE SPECIAL RESERVE FUND**

PAYROLL AND ACCOUNTING SOFTWARE:

Aurora Public Library District issued a Request for Proposals for Cloud Based Accounting and Payroll Software. Seven companies submitted proposals. Three companies were selected to

present virtual demonstrations. When evaluating the software, staff considered the proposer's responsiveness to the bid requirements, ability to meet the District's needs for both accounting and HR/payroll functions, data security and cost. Jamie Rachlin of Meristem Advisors, LLC attended all the demonstrations.

The software committee recommends Tyler Technologies, Inc. with a onetime investment of \$70,300 and annual ongoing and maintenance support fees of \$35,414.

Jeffrey Butler moved, seconded by Joe Filapek for the Finance Committee to recommend the Tyler Technologies, Inc. as the provider of payroll and accounting software to the full board for approval.

Yes: Jeffrey Butler, Joe Filapek, John Savage

No: None

Abstain: None

Absent: Andrew Smith

Motion Carried

FINANCE COMMITTEE APPROVES THE RECOMMENDATION OF TYLER TECHNOLOGIES, INC. TO THE FULL BOARD AS THE PROVIDER OF PAYROLL AND ACCOUNTING SOFTWARE

REVENUE UPDATE:

We are at 98% of our revenue collection through October. In 2019 we were at 83% at this same time period. It was noted that two counties are over 100% which is not unusual as some people may be paying delinquent accounts, late payments and catch up payments from previous tax years. This is great news, so much better than anticipated.

PUBLIC COMMENT: None

ADJOURNMENT

On a motion by Joe Filapek, seconded by John Savage, the Finance Committee voted unanimously to adjourn at 9:35 a.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Committee Chairperson (Member)