

The Oglesby Public Library Board Special Meeting

February 16, 2018

at the Oglesby Public Library

President Rich Vollmer called the Special Meeting of the Oglesby Public Library Board of Trustees to order at 1:30 pm in the library.

Present: Rich Vollmer, Dorothy Debosik, Mary Hansen, Rick Rigazio, Wanda Lent, Barbara Ficek, Director Rebekah Clark

Absent: Sam Tillmann

Guests: None

Unfinished Business

A discussion was held on which financial services Jay Baxter Associates will perform for the Library. After reviewing the contract sent on October 16, 2017, it was decided to request a modified version. Some services previously done by Baster will be done in house.

A letter will be sent to Baxter requesting a quote to:

- Prepare the quarterly payroll tax returns and related annual IL 941, W-2 and W-3 forms for 2018,
- Prepare the annual 1099 and 1096 forms, and
- Prepare the fiscal year 2018 Annual Financial Report and submit it to the Office of the State Controller.

We need to have the quote by the February 26 meeting.

New Business

Rosalind of Baxter's Office informed the Board that there is a change this year with the Controller's Annual Report. The report must be shown to everyone on the Board and be approved with a 3/5 majority, or the Board must agree to a full-priced audit every five years. The Report will be prepared earlier next year so that we can approve it at a regular meeting. It will also need the library seal.

The Oglesby Public Library Board Special Meeting (cont.)

A copy of the Annual Controller's Report was given to each Trustee to review before the meeting. A motion was made by Lent and seconded by Rigazio to accept the Certification of the Comptroller's Report as presented. Roll Call-ALL AYES The motion carried.

The Certification of 3/5 Majority Vote Form was filled out and signed by Secretary Barbara Ficek.

It has become necessary to raise the credit limit on the Heartland Visa card due to overlapping necessary purchases. A motion was made by Ficek and seconded by Rigazio to raise the credit limit to \$1,000. Roll Call-ALL AYES The motion carried. The approved Minutes will be sent to Heartland.

In order to elevate future needs to raise the credit limit it was decided to appoint a Trustee with the fiscal responsibility to authorize raising credit limits in increments of \$500 on The Heartland Visa card when necessary. A motion was made by Debosik and seconded by Hansen to appoint Rigazio to this position. Roll Call-AYES-Debosik, Hansen, Ficek, Lent, and Vollmer. Abstain-Rigazio The motion carried.

The meeting was adjourned at 1:54 pm.

Secretary,

Barbara Ficek