

Forest Park Public Library
Finance Committee Meeting
Tuesday, January 11, 2022, 10 am
Community Room

Minutes

Opening of Meeting

- A. Beribak called the meeting to order at 10:00 a.m.
- B. Roll call, committee members present: James Pekoll, Pilar Shaker, Deb Harris, Lin Beribak, Claudia Corzine. Absent, David Walz.
- C. Harris made a motion to approve the agenda; Pekoll seconded, and the motion passed unanimously
- D. Corzine made a motion to approve the minutes of 8-10-21, Pekoll seconded, and the motion passed unanimously

Discussion/Reports

A. Discussion of Submitted Proposals

Shaker described the process for requesting proposals and receiving submissions. Shaker shared that the four presented proposals came in ahead of the posted deadline and one additional proposal was submitted after the deadline. The submitter of the late proposal was informed that the proposal would not be reviewed but it would be kept in case the committee determined that it was necessary to reissue the request or extend the deadline. Shaker noted that the current and longtime auditor was Lauterbach and Amen who did submit a proposal, she noted that they are the new audit company for the Village of Forest Park. Shaker noted that Sikich submitted a proposal and that they are the current auditor for the Park District of Forest Park. Shaker shared that she previously worked with Hearne and Associates in her past position at New Lenox Public Library District but couldn't share much detail as the process was primarily handled by the full time business manager who is not one of the references submitted by Hearne.

Harris expressed a desire to keep the Library's services with the current vendor, Lauterbach and Amen and mentioned that she is the primary contact and handles most of the audit work on our end and that she is happy with their services. Harris noted that L&A is the auditor for the Village of Forest Park and since a significant amount of our required information comes from the Village it is beneficial to work with the same company.

Corzine noted that the proposal submitted by Gaspardo was missing some of the requested information from the request for proposal and that the proposals submitted by Lauterbach and Amen and Sikich were the most complete.

Beribak expressed some concern over the very small size of the staff at Gaspardo and at Hearne.

Shaker shared that at first glance it appears that the first year pricing presented by Hearne was the lowest by \$100 but noted that as indicated, that price does not include additional charges for travel to/from Mokena, and printing costs.

Shaker surmised that these additional fees would put their price at equal or above the \$8200 all-in price submitted by Lauterbach and Amen. Shaker noted some significant errors in the proposal from Gaspardo including references to our library being a District and an error on our fiscal year.

Pekoll noted that the Sikich proposal was very complete and thorough and that their proposed price was the highest at \$9,500 but included a waved fee for onboarding. Shaker noted that none of the other agencies were charging an onboarding fee but agreed that Sikich had a very thoughtfully presented proposal.

Shaker asked the committee if they had strong feelings about one particular proposal: Harris expressed a desire to recommend L&A based on a strong proposal, good past performance, and their existing relationship with the Village of Forest Park. All other trustees echoed her sentiment.

Shaker asked the committee if they had strong feelings regarding the length of the contract they recommended: Beribak thought it made sense to sign a five year contract to lock in the low rates. Shaker expressed concern that a five year contract would be a large expense that might require a more significant response pool. Shaker suggested a three year contract. Harris expressed concern that five years was a long time to commit to a company that we may become unhappy with and indicated that she would feel more comfortable with three years.

New Business:

- A. Harris made a motion to recommend that the Board of Trustees approve Lauterbach and Amen for a tree year contract. Shaker seconded the motion.

Pekoll	aye	Shaker	aye
Walz	absent	Harris	aye
Beribak	aye		

Adjournment

Shaker moved to adjourn the meeting at 10:29, Corzine seconded, all were in favor.

Respectfully submitted,
Pilar Shaker