

# MAGIC

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**Multitype Automation  
Group in Cooperation**

*MAGIC Executive Committee Meeting*

**Wednesday, December 20, 2017**

**9:45 am – 10:00 am**

Messenger Public Library of North Aurora  
113 Oak Street, North Aurora, IL 60542

*Draft Minutes*

**1. Meeting Called to Order**

President Yvonne Bergendorf called the meeting to order at 9:46 a.m.

**2. Roll Call of Members of the MAGIC Executive Committee**

Jody Rubel called the roll with the following Executive Committee members physically present to establish a quorum:

- Yvonne Bergendorf (Wood Dale Public Library District)
- David Sieffert (Bensenville Community Public Library)
- Jacob Post (Oak Brook Public Library)
- Susan Westgate (Carol Stream Public Library)
- Patricia Genardo (National University of Health Sciences)
- Kevin Davis (Messenger Public Library of North Aurora)

**3. Introductions and Recognition of Guests**

Guests included:

- Eric Bain, MAGIC
- Dan Berg, Sikich LLP
- Shannon Halikias, Sugar Grove Public Library District
- Jody Rubel, RAILS Administrative Assistant
- Dawne Tortorella, LLSAP Services Manager

**4. Public Comment**

There were no public comments.

**5. Adoption of the Agenda**

Ms. Westgate moved, and Mr. Sieffert seconded, that:

THE AGENDA BE ADOPTED.

The motion carried.

## **6. Approval of Minutes**

### **a. Approval of Minutes from the November 15, 2017 MAGIC Executive Committee Meeting**

Mr. Davis moved, and Mr. Post seconded, that:

THE MINUTES OF THE NOVEMBER 15, 2017 MAGIC EXECUTIVE COMMITTEE MEETING BE APPROVED AS PRESENTED.

A roll call vote was taken:

*Ayes:* Yvonne Bergendorf, David Sieffert, Jacob Post, Patricia Genardo, Kevin Davis

*Nays:* None

*Abstained:* Susan Westgate

The motion carried.

## **7. New Business**

### **a. Approval of Invoices for Payment from November 15, 2017 – December 20, 2017**

Ms. Tortorella requested that MAGIC Invoices for Approval (Document 7a) be amended to include renewal notices for general (\$538) and officers' liability (\$2,047) insurance premiums. Payment needed to be expedited because of the due by date. The renewal invoices would be paid for the full annual amount and prorated after dissolution.

Ms. Westgate moved, and Mr. Sieffert seconded, that:

INVOICES FROM NOVEMBER 15, 2017 TO DECEMBER 20, 2017 PLUS THE GENERAL AND OFFICERS LIABILITY INSURANCE RENEWAL INVOICES BE APPROVED FOR PAYMENT.

A roll call vote was taken:

*Ayes:* Yvonne Bergendorf, David Sieffert, Jacob Post, Susan Westgate, Patricia Genardo, Kevin Davis

*Nays:* None

## **8. Adjournment**

Mr. Davis moved, and Ms. Westgate seconded, that:

THE MAGIC EXECUTIVE COMMITTEE MEETING BE ADJOURNED.

The motion carried. The meeting adjourned at 9:52 a.m.

**MAGIC Invoices for Approval -  
December 20, 2017 - February 2, 2018**

<b>Company</b>	<b>Date</b>	<b>Amount</b>	<b>Invoice #</b>	<b>Purpose</b>	<b>Notes</b>
MARCIVE	12/31/2017	\$602.58	#380123	12/31/2017 Processing of Authority records	Approved by Dawne Tortorella on 1/15/2018
RAILS	1/3/2018	\$17,724.56	4793	Quarterly billing for Services: 3rd Qtr - FY 2018	Approved by Dawne Tortorella on 1/3/2018
MailChimp	1/12/2018	\$10.00	MAGIC BMO Harris credit card	Monthly fee - Feb	Credit Card payment 2/7/2018
MARCIVE	2/7/2018	\$136.56	#380503 MAGIC BMO Harris credit card	1/31/2018 Processing Authority records	Approved by Dawne Tortorella on 2/7/2018
MailChimp	2/12/2018	\$10.00	MAGIC BMO Harris credit card	Monthly fee - Mar	Approved by Dawne Tortorella on 2/12/2018
BMO Harris	2/12/2018	\$1.08	MAGIC BMO Harris credit card	Interest Charge	Approved by Dawne Tortorella on 2/12/2018
	<b>Total</b>	<b>\$18,327.14</b>			