

Harvey Public Library District's Board Minutes

August 13, 2015

President Patterson called the meeting to order at 6:09 pm.

Members Present: Mauzkie Ervin, Jerlene Harris, William Whitaker, JoAnn Nesbitt,
Barbara Fields and Roberta Patterson

Absent: Tamika Price

APPROVAL OF MINUTES

Trustee Harris, asked if the list of requested documents were added to the board minutes from the previous board meeting?

Director Flowers stated that the list was added and could be viewed online.

President Patterson made a motion to approve the previous month's minutes and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Mauzkie Ervin, Jerlene Harris, William Whitaker, JoAnn Nesbitt,
Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent: Tamika Price

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

President Patterson made a motion to approve the previous month's bills and was seconded by Trustee Whitaker.

Roll Call Vote:

Ayes: Mauzkie Ervin, Jerlene Harris, William Whitaker, JoAnn Nesbitt,
Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent: Tamika Price

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

Director Flowers states that after Trustee Harris presented her with a list of tasks for ADA requirements while under construction. She states that there are now handicap parking spaces, handicap signs, and a doorbell installed for ADA compliance at the front entrance of the library. She states that all these services were donated by a company that HPLD used before.

Director Flowers presented the board of trustees with a binder that has pictures of the current HPLD construction site. She states that she will keep the board updated with pictures of the construction project as new pictures come in until the project is complete.

Trustee Harris asked Attorney Jarad if she looked into whether or not closed executive session minutes could be opened because she will like to review those minutes and the minutes should be available to the new trustees.

Attorney Jarad states that the board needs to approve its closed session minutes at least twice a year (every six (6) months). She states this could be done in closed session for review or the board could have one (1) or two (2) trustees review them and make a recommendation to the board as to whether those closed session minutes continue to be closed. She states that then the board will vote to keep the minutes closed or to make them public.

Trustee Harris, asked if the minutes could be reviewed?

Attorney Jarad states that the minutes will remain closed until the board approves them to be opened and released to the public, because it's no longer a confidentiality issue.

Trustee Ervin exits the meeting at 6:17pm returning at 6:20pm.

After a brief discussion concerning executive session minutes between the board and the attorney president Patterson decided to select two trustees to review closed session minutes at a later date.

Vice-President Fields states that this year for the Cancer Relay Walk for Life had a bad turn-out as far as donations, she states that the walk took place on Saturday, June 27, 2015, but is still open for donations through the end of August 2015. All payments could be made to American Cancer Society Relay Walk for Life-Harvey. Vice- President Fields states that she will like the City of Harvey to do better and support the cause.

REPORT OF THE TREASURER

Financial Report is as stated in the Finance Meeting.

Vendors Account has \$ 41,150.63

Expense Account has \$ 26,684.00

Youth Services Account has \$ 3,414.36

General Fund Account has \$ 476,473.48

Gift Account has \$ 5,547.47

Special Reserve Account has \$ 22.46

REPORT OF LIBRARY DIRECTOR

As stated.

REPORT OF TRUSTEES/COMMITTEES**A. BUILDINGS & GROUNDS**

Trustee Harris states that she was given a detailed orientation of the library by Director Flowers. She states that she have a better understanding of what each department role is at the library. She states that during that tour she noticed that two of the items (toilet seat cover dispensers and sanitary napkin receptacle/disposals) that she requested were installed. She states that there was one that hadn't been completed and that was the installation of the diaper disposals.

Director Flowers states that she will have that completed as well.

Trustee Harris states for the record that she has seen a big difference in the library as far as improvements in the recent years. She states that Director Flowers is doing a great job. She states that she have noticed attendance being low since construction started and that the board should do a little more networking with the local schools, libraries, etc.

Director Flowers states that she could assure the board that once construction is completed normal programming will resume and HPLD will have an array of activities to offer. She states that attendance may have decreased due to the construction project.

B. FINANCE

No Report.

C. PLANNING

No Report.

UNFINISHED BUSINESS**A. Dixmoor Contract**

Director Flowers reads a letter from Dixmoor Library board of trustees declining the proposed contract agreement. Dixmoor Library decided to stay contracted with William Leonard Library in Robbins, Illinois for one more year.

President Patterson, asked what services would the Dixmoor patrons would have been receiving from HPLD?

Director Flowers states the same services as HPLD. She states that Dixmoor Library is currently utilizing our facility and we're servicing many of their patrons due to the fact that Harvey and Dixmoor has the same zip code.

Trustee Whitaker, asked who initiated this agreement?

Trustee Price joins the meeting at 6:37pm.

Director Flowers states that Joyce Kellogg-Weaver a former board member tasked her to contact Dixmoor library to see if they wanted to renew their contract with HPLD.

Trustee Ervin, asked if Director Flowers was still listed as the director for Dixmoor Library?

Director Flowers states that she wasn't for sure but the last time she checked the RAILS website, she was listed as their director. She states that she would check into this matter to make sure the correct listing is on the RAILS website.

President Patterson, asked if HPLD had any affiliation with Dixmoor Library?

Director Flowers states that there isn't any affiliation between the two libraries. She states that the only affiliation was the per capita grant. She states that she was made aware of this when systems contacted her last year and asked if she could get their per capita grant completed? She states that she informed systems that Dixmoor Library was longer contracted with HPLD and William Leonard will be completing their per capita grant.

B. Change Board Meeting Location & Hire Security Guard

Trustee Harris states that she doesn't agree with hiring a security guard or changing the location of the board meetings. She states that the cost of hiring a security is high \$600.00 per year and she states that the money could go somewhere else like; programming, an addition or training. She states that the board should keep things as it is or change the meeting location to the YMCA. She states that the meetings should be available and convenient for the patrons and not convenient for the trustees.

President Patterson states that the locations are convenient for the patrons and trustees.

Vice-President Fields states that she will like to have the meetings at City Hall and that paying a security guard \$600.00 a year is worth everyone's safety and the location is more convenient as far as set-up and clean up at the end of the night.

President Patterson asks if HPLD have staffed security guards that could do the job.

Director Flowers states that HPLD does have security guards but locking up City Hall is not likely.

President Patterson states that the board will meet at City Hall from now on and as far as she's concerned \$600.00 isn't too much for everyone's security.

Trustee Ervin, asked if the board could explore the option of using HPLD's security for the board meetings, instead of hiring a security guard.

Vice-President Fields states that the best option is to hire the recommended security guard because he's a police officer for the city and they're not going to give anyone the keys to the facility.

President Patterson states that the board will instruct Director Flowers to find a way so that HPLD security guard will have access to lock up City Hall. She states if there's a way to do that the board will use HPLD's security.

C. Demolition Grant Submission (Trustee Whitaker)

Trustee Whitaker states that he spoke with Sylvia Parham a representative from Cook County's Department of Economic Development. He states that he's been communicating with Mrs. Parham via email and she believes that the library does qualify and is eligible to apply for the demolition grant. Trustee Whitaker states that Mrs. Parham's only concern was that she has never had a library district apply for this grant. Trustee Whitaker states that Mrs. Parham is waiting on approval to put the application through. He states that the board will still have to follow the typical Community Development Block Grant (CDBG) procedures as with any other grant.

President Patterson, asked Trustee Whitaker when he receives that information if he could forward it to the board?

Trustee Whitaker states that as soon as he hears something he would forward the information to Director Flowers and President Patterson.

NEW BUSINESS

A. Secretary's Audit

Director Flowers states that this is when trustees are selected to review fiscal year's minutes for the secretary audit. She states that the trustees will thoroughly go through the minutes to check for errors and then sign a signature page. Director Flowers states that once the IPLAR is completed an electronic IPLAR is sent to the Illinois State Library along with the Secretary's Audit signature page. Then HPLD is in the clear to start the per capita grant.

President Patterson announces that the two (2) trustees that will be conducting the Secretary's Audit is:

Secretary Whitaker

Trustee Ervin

Vice-President Fields, asked for clarity on the secretary audit.

Director Flowers states that the trustees must check for dates, times, roll call, adjournment, etc.

B. Trustee's Ethic Statement

Director Flowers reads the Trustee's Ethic Statement from HPLD's Policy Manual.

Trustee Harris states that Trustee Price has a book that was brought to her attention and that she believes the trustees should have available to them. Trustee Harris, asked Trustee Price the name of the book?

Trustee Price states that she doesn't recall the full name of that book in particular but once she gets the information she would forward it on to Director Flowers.

Director Flowers states that once given the name of the book she could order it and the trustees that are interested in reading it could check it out from the library.

President Patterson states that the book is something to consider giving all new trustees in the future because the board doesn't have a standard operating procedures for trustees.

Trustee Harris states the book explains all the duties and responsibilities of trustees.

C. Selection of Ad-Hoc Committee

President Patterson states that HPLD is doing an exorbitant amount of work with the new construction of the library and members of an Ad-Hoc Committee should be appointed. She states that the president and another trustee needs to have direct contact with the contractors and construction manager. She states that she would like to have Trustee Whitaker and herself as the two members of that committee and they would report back to the board on any information given to them by the construction manager-Jack Hayes. She states that she would contact Secretary Whitaker whenever there's a meeting or if the construction project manager needs to discuss issues about the building project. President Patterson states that she will inform the board with that information.

D. Trustee's Professional Pictures

Director Flowers states that she was asked by Trustee Harris if the new board members could take professional pictures. She states that she would just need a date from the board so that she could set up appointments.

President Patterson, asked for clarity on the professional pictures, because this is the first she's hearing of it?

Trustee Harris states that she saw it somewhere in a book or minutes that trustees are supposed to have professional pictures taken.

Director Flowers states that the pictures won't be placed in the vestibule until the new building is completed.

Trustee Harris states that the pictures could be put on HPLD's website.

Director Flowers agrees

President Patterson states that the board needs to set up a time and decide on a photographer, she asked if they would be using the same guy as before, will he be coming to us, or are we going to his studio? She states that the board needs to make a decision.

AUDIENCE PARTICIPATION

No Audience Participation.

EXECUTIVE SESSION

No Executive Session.

ADJOURMENT

President Patterson made a motion to adjourn the meeting at 7:05 pm and was seconded by Trustee Nesbitt.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker,
JoAnn Nesbitt, Barbara Fields and Robert Patterson

Nays:

Abstain:

Absent:

Meeting Adjourned.