



Harvey Public Library District's Board Meeting Minutes

August 10, 2017

Board Meeting

CALL TO ORDER

President Patterson called the meeting to order at 7:18pm.

ROLL CALL

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

Absent:

Attorney Jarad joins the meeting during recess at 7:08pm.

APPROVAL OF LAST MONTH'S MEETING MINUTES

Treasurer Whitaker made a motion to approve board meeting minutes (July 13, 2017) and was seconded by Secretary Price.

Roll Call Vote:

Ayes: Mauzkie Ervin, Barbara Fields, Tamika Price, William Whitaker, JoAnn Nesbitt, and Roberta Patterson

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

Treasurer Whitaker made a motion to approve special meeting minutes (August 1, 2017) and was seconded by Secretary Price.

Roll Call Vote:

Ayes: Mauzkie Ervin, Barbara Fields, Tamika Price, William Whitaker, JoAnn Nesbitt, and Roberta Patterson

Nays: Jerlene Harris

Abstain:



Absent:

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Harris states that on page 1 of the General Ledger there's a petty cash receipt for July 3, 2017 there were several checks given out to different employees. She asked, what are these petty cash reimbursements for?

Director Flowers states that as she explained to Trustee Harris before that as the trustees know that there are different departments here at HPLD. She states that HPLD have department heads and Managers are doing something different as far as what they need for their department. Director Flowers states that the managers are the ones that goes out and does the shopping for their departments and that's why their names are there often and other staff members are reimbursed as well for travel and/or for purchases made with out-of-pocket money.

Trustee Harris asked, what was petty cash used for at L&P Wholesale Candy for \$148.00?

Director Flowers stated that the petty cash disbursement in the amount of \$148.00 was for the 4th of July parade candy. She states that she mentioned before that former board member Trustee William Wiley donated \$200.00 to HPLD for the candy for the parade. Director Flowers states that the donation came in and I made a petty cash receipt so that it could be put on record. She states that Daryl Crudup traveled to get that candy so that's the petty cash payout you see on the General Ledger. Director Flowers states that there is a travel fee according to state law that you have to give an employee travel reimbursements for traveling on the job, so we were in compliance.

Trustee Harris states that she noticed that three (3) people went to the McCormick Place for the conference, she asked couldn't they carpool?

Director Flowers states that they did carpool. She states that she and two (2) trustees went to the conference three (3) days. Director Flowers states the petty reimbursements are for travel and parking for those three (3) days. She states that Trustee Harris could've been reimbursed for her travels as well, HPLD's policy states that.

Trustee Harris states that she did turn mileage in over a year ago and still hasn't been reimbursed besides I'm trying to save the district money. She states that she's going to make sure everyone gets what they deserve.

Director Flowers states that she feels threatened and fearful of her job by the statement that Trustee Harris made about everyone getting what they deserve.

Trustee Harris states that it wasn't a direct comment and she didn't mean it in that manner.

Trustee Harris asked, what were the publicity charges for on the Purchase Journal?

Director Flowers states that as she explained to the board before that these charges are for the publicity of the library in the yellow pages and on the internet.



Secretary Price asked, Trustee Harris if she could clarify the statement about making sure everyone gets what they deserve?

Trustee Harris states that she has turned in receipts and mileage for several meetings and workshops and the matter has not been resolved. She states that's why she made the comment because she hasn't been reimbursed and it's been over a year now.

Director Flowers states that Trustee Harris attended those meetings without approval of the board that's why she wasn't reimbursed for traveling to those meetings and workshops.

Secretary Price states that the director felt a little uneasy by the statement without proper clarification.

Attorney Jarad explains to the board the Illinois Local reimbursement Act that has been put into place.

Trustee Harris asked about the quarterly charge for the water machine in the break room. She states that she's never seen it on the bills before.

Director Flowers states that the bill comes quarterly and it has been on the bills before. She states that there has been a water machine here at HPLD in the breakroom since she's been working here.

Trustee Harris states that on the Purchase Journal there's a charge in the amount of \$1,197.00 from RAILS (Auto Finance Resource), what is this for?

Director Flowers states that the charge is for a database. She states that it's a database for the community, it teaches someone how to get a car financed without getting ripped off in the finance office. Director Flowers states that it has credit unions and companies that you can actually go through to get financed for a vehicle.

Trustee Ervin states for the record that he's reaching out to whomever has property that belongs to the library, he will like for those individuals to return any and everything that belongs to HPLD.

Trustee Harris states for a matter of record that she believes that non-residents should pay for programs at the library.

Director Flowers plays a clip from the news about Dawn the Dancin Deeva on how she gives back to the community and how she donated to HPLD for the Breakfast with Santa program.

Trustee Fields states that she thinks that there should be a \$5.00 charge for line dancing classes at HPLD.

President Patterson made a motion to approve bills and review of accounts from the July 13, 2017 meeting and was seconded by Vice-President Nesbitt.

Roll Call Vote:

Ayes: Mauzkie Ervin, Barbara Fields, Tamika Price, William Whitaker, JoAnn Nesbitt, and Roberta Patterson

Nays: Jerlene Harris

Abstain:



Absent:

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

President Patterson reads off an invitation giving to her from Ms. Donahue for the Taste of Thornton Township. She states that the event will be Saturday, August 19, 2017, located 333 E. 162nd St., South Holland, IL, 11am-7pm. President Patterson states that there will be several entertainers performing at this event. This is a free event!!

REPORT OF TRUSTEES/COMMITTEES

Trustee Harris states that she asked for some information about committees training and haven't received anything as of today. She asked, if the director could do some research to see if training is available for committees?

Treasurer Whitaker states that it is the trustee's responsibility to find out where and if there's training for committees. He states that the conferences is a great resource for this information.

Trustee Fields asked, President Patterson if she could remain on the Planning & Development Committee? Trustee Harris asked, President Patterson if she could go back to the Building & Grounds Committee?

President Patterson granted the trustees what they asked of her. She said that Trustee Fields could go back to the Planning & Development Committee and Trustee Harris could go back to the Building & Grounds Committee if that's what they want.

TREASURER REPORT

Treasurer Whitaker thanked the board of trustees for their input on the 2017/2018 fiscal year budget and the director for all her hard work and putting up with him in particular and some other board members and thanked the director again for her patience. He then thanked the audience for their questions, comments and concerns on today.

REPORT OF LIBRARY DIRECTOR

Director Flowers states that Secretary Price tasked her to look into having DMV setup for the library. She states that she contacted the Secretary of State and was told that it's not a service that's stationed in the library, they have to plan for it, and they will have to do a news press stating that they'll be in the library. Director Flowers states that she was told the library will have to have a certain amount of people (min. of 35) when they show up at HPLD, the DMV only does one day and if it's a good turnout they will return. She reads a list of services they offer.

Secretary Price states that she was referring to was to services setup in the library.

Director Flowers states that she was told they don't do that.

Director Flowers announced that the library's survey/questionnaire is on HPLD's website.

Director Flowers read off donations that HPLD received during the Summer Reading Program.



LIBRARY FEST

Due to unforeseen circumstances, the Library Fest will be cancelled this year. I hope that next year HPLD will be in a better position to celebrate its patronage.

LINE DANCING

Dawn the Dancin Deeva has donated 3 weeks of free instructional line dancing classes to the library during these economically challenged times. I would like to give special thanks to Dawn for her donations.

EMPLOYEES

I was tasked by the board of trustees to give an account of full-time/part-time employees. HPLD has twenty-two employees. There are eight full-time employees and fourteen part-time employees. There has been many employees that have come and gone, the part-time retention rate for employment at HPLD is very low. The positions that are vacant now was not filled after the employees left, and there is still a staff shortage.

LINE DANCING/YOGA STATS

Line dancing stats for the month of July is 113.

Yoga stats for the month of July is 24.

YARD SIGNS

Yard signs will be put out on Wednesday evening informing the community of the board meeting times.

I was tasked by the board of trustees to investigate whether the sign could be recycled or if they could be brought back. According to the owner, it is not cost effective to reuse the signs and the owner states that they do not buy back signs.

SPRING GREEN LAWN SERVICE

It is more cost effective to have the company put down fertilization and other lawn care applications down. Buying the product can get costly with this size of lawn maintenance.

Trustee Fields exited the meeting at 8:20pm.

Vice-President Nesbitt asked, Director Flowers if there was a staff shortage? She suggested that HPLD start an intern program with students. Vice-President Nesbitt states that one (1) of HPLD's staff members will be leaving to continue her education in Library Science and with that said when she leaves another student (intern) could possibly replace her.

NEW BUSINESS

A. Approval of Ordinance 2017-3 Tentative Budget and Appropriations (*Action Item*)

Treasurer Whitaker made a recommendation that the library board of trustees approve Ordinance 2017-3 Tentative Budget 2017/2018.

Trustee Ervin made a motion to approve Ordinance 2017-3 Tentative Budget and Appropriations 2017/2018 and was seconded by Vice-President Nesbitt.



Roll Call Vote:

Ayes: Mauzkie Ervin, Tamika Price, William Whitaker, JoAnn Nesbitt,
and Roberta Patterson

Nays: Jerlene Harris

Abstain:

Absent: Barbara Fields

Motion Carried.

B. Discussion of Charging Non-Residents for Various Library Programs (*Discussion*)

After the board of library trustees exchanged ideas, suggestions and asked questions they decided to add this item to next month's board meeting agenda.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Ms. Donahue states that charging \$1.00 for non-residents to participate in line dancing is a great idea. She states that there should be a list of all programs so that the participants don't have to show their ID's each time.

Mr. King states that he enjoyed the meeting, it was a long but enjoyable meeting. He states that as adults the board should find a way to reconcile their differences, he could feel the tension. Mr. King states that the board should address the individuals that have HPLD's property (laptops and cell phones) in their possession. He states that they should return the equipment or pay for them. Mr. King states that he do not know why there are signs still being put out in 2017 when Harvey has a cable channel that the information could go on.

Ms. Branch states that Director Flowers played a news clip of Dawn the Dancin Deeva and she talked about all that she has done, but that was Dolton that she was referring to not Harvey. She states that the board should think it over what Dawn the Dancin Deeva and maybe get someone else for line dancing.

Ms. Cameron states that dissemination of information may be the reason why residents doesn't hear about some of the programs that the library have. She states that she appreciate how the board conducted the meeting on tonight.

Ms. Donahue states that she like how the meeting went on tonight and most of all that all the trustees participated.

President Patterson states that in defense of the board, everyone may not say much in the open meetings but they are very instrumental to this board.

Ms. Thomas stated that the meetings are good but are too long and that meeting shouldn't last from 6pm-9pm.



ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 9:04pm and was seconded by Treasurer Whitaker.

Roll Call Vote:

Ayes: Mauzkie Ervin, Jerlene Harris, Tamika Price, William Whitaker, JoAnn Nesbitt, and Roberta Patterson

Nays:

Abstain:

Absent: Barbara Fields

Meeting Adjourned.