



## Harvey Public Library District's Board Meeting Minutes

December 14, 2017

# Board Meeting

### **CALL TO ORDER**

President Patterson called the meeting to order at 6:34pm.

### **ROLL CALL**

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

Absent:   Tamika Price

### **APPROVAL OF LAST MONTH'S MEETING MINUTES**

Secretary Price joined the meeting at 6:36pm.

Treasurer Whitaker made a motion to approve previous month's board meeting minutes with the exception of the items checked on and/or correction by Director Flowers and was seconded by Trustee Ervin.

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**

Treasurer Whitaker states that he will like to read the Report of the Treasurer for those that wasn't in attendance at the Finance Meeting.



## **TREASURER REPORT**

**General Fund-Estimated Amount \$143.80**  
**Gift Account-Estimated Amount \$5,607.96**  
**Special Reserve Account \$22.46**  
**Vendor Account \$10,652.53**  
**Expense Account \$3,539.94**  
**Youth Services Account \$100.00**

Treasurer Whitaker made a motion to approve bills and review of accounts from the previous board meeting and was seconded by President Patterson.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

Trustee Harris states that she did not vote yes to the previous month's board meeting minutes.

After carefully reviewing the audio from last month's meeting minutes, the record shows that Trustee Harris did vote yes to the minutes at approximately 32:34 minutes into the audio.

## **CORRESPONDENCE/ANNOUNCEMENTS**

No Correspondences/Announcements

## **REPORT OF TRUSTEES/COMMITTEES**

### **A. Building & Grounds**

No Report.

### **B. Finance**

No report. As stated in the Finance Meeting.

### **C. Planning & Development**

Trustee Fields asked, who donated for the Christmas program-Breakfast with Santa?



Attorney Jarad joins the meeting at 7:21pm.

### **REPORT OF LIBRARY DIRECTOR**

#### **WHAT IS HAPPENING IN THE LIBRARY**

For the month of December HPLD has been focusing on serving the community through job fairs and community assistance programming.

HPLD will be hosting a number of Job Fairs in the new year of 2018.

Upcoming Job Fair Event Held on Friday, January 12, 2018 from 11:00am until 2:00pm.

MLK celebration will be held on January 12, 2018 from 5:30pm until 7:00pm.

#### **BREAKFAST WITH SANTA PROGRAM**

Breakfast with Santa program has really taken off! HPLD has double the participants this year and we are really looking forward to presenting a great program this year. Over 172 participants has registered for the program and we are going to accommodate the children's wishes through several donations we have received from various organizations.

Donations has come in for the program and I am pleased to say the HPLD has collected **\$1912.00** (one thousand nine hundred and twelve) dollars to purchase gifts for the children in this community.

I would like to personally thank First Merchants Bank for their continued support to the Harvey Public Library District. First Merchants Bank sponsored a dress down day for Harvey Public Library District to raise donations for Breakfast with Santa. First Merchants Bank have 160 branches that participated. An employee was able to dress down for 5.00 dollars. Branch totals are in the amount of:

Branch totals are \$275.00

Branch of Harvey, IL \$500.00

***Totaling \$775.00***

In addition to the money donated from First Merchant Bank the organization also donated a bag of toys.

In bag of donated toys were:

- Traffic Fun Stick to the Wall Set
- Hello Kitty Pop Up Game
- 4 piece Cooking Set
- Tea Serving Set



- Hot Wheels Jumbo Stunt Combo Set
- Dream Bride Wedding Day jewelry
- Fisher Price Little people Bambi and Thumper
- Toy Tunes Harmonica
- Magic Writer
- Play Scribble Slate Chalk Board
- Nerdy Beauty Set &
- A Cash Donation

I would like to personally thank Dawn the Dancing Divas for their continued support to the Harvey Public Library District. This year Dawn and her team effortlessly raise **\$592.00** to contribute to the program.

I would like to personally thank W.K. Towing for their continued support to the Harvey Public Library District. W.K. Towing donated **\$400.00** to contribute to the program.

I would like to personally thank Mead Johnson Nutrition for their donation of bottles, infant milk, second stage drinks for toddlers, and vitamins. In addition, one-year vouchers were also donated to parents for additional supplies.

I would like to personally thank Ingalls Memorial Hospital for their continued support to the Harvey Public Library District. Ingalls donated a bag of toys to contribute to the program. In bag of donated toys were:

- Batman Doll
- Marvel Spider-Man Projector Light
- Minnie Projector Light
- Barbie Doll
- Ker Plunk Game
- Chutes and Ladders Game
- Candy Land Game
- Connect 4 Game
- Battle Matching Game
- Emoji Matching Game
- Let's Go Fishing Game
- The Lion Guard Matching Game
- Disney Princess Matching Game

I would like to personally thank ST ANDREW TEMPLE CHURCH OF GOD ON CHRIST for its continued



support to the Harvey Public Library District. ST ANDREW donated **\$100.00** to contribute to the program.

I would like to personally thank Carolyn Taylor Crudup for her support to the Harvey Public Library District. Carolyn donated **\$50.00** to contribute to the program.

### **AUDIT 2016/2017**

HPLD has started its audit process. Preliminary fieldwork was done on November 27, 2017 in which administrative items were pulled. In addition, internal control testing was performed, in which several items were randomly selected and used to facilitate in selection of preliminary testing. Fieldwork will begin on December 11 through December 15. First audit draft will be completed on January 10, 2018 and the final audit draft will be completed on January 17, 2018. The reviewing process will begin and once reviewed and okay the audit will be filed.

Trustee Fields asked, if WK Towing a local business that donated to the library for the Breakfast with Santa program?

Director Flowers answered, yes.

Trustee Ervin asked, Director Flowers if she could send a registered letter to those past trustees that still have equipment that belongs to the library district?

President Patterson states that this was an item that was already voted on and that equipment is of no value now, the equipment is over eight (8) years old.

### **OLD BUSINESS**

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

After a brief discussion the board of library trustees decided to table this agenda item until the next regularly scheduled board meeting and this agenda item will be placed back on agenda as an action item.

#### **B. Defining Residency and Special Borrowers (*Discussion*)**

After a brief discussion the board of library trustees decided to table this agenda item until the next regularly scheduled board meeting and this agenda item will be placed back on agenda as an action item.

#### **C. Request for Change in Computer Fees (*Discussion*)**



Trustee Harris states for the record that she will like for the citizens of Harvey not have to pay to use the computers in the Harvey public Library.

Secretary Price states for the record that there are computers in the Harvey Public Library that the citizens of Harvey can utilize free of charge.

After a brief discussion the board of library trustees decided to table this agenda item until the next regularly scheduled board meeting and this agenda item will be placed back on agenda as an action item.

**D. Donating/Sale Items in Storage Unit (*Discussion*)**

After a lengthy discussion the board of library trustees decided to table this agenda item until the next regularly scheduled board meeting and this agenda item will be placed back on agenda as an action item.

**NEW BUSINESS**

**A. Approval of Annual Receipts and Disbursements FY 2016/2017 (*Action Item*)**

President Patterson made a motion to approve Annual Receipts and Disbursements FY 2016/2017 and was seconded by Treasurer Whitaker.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

**B. Approval of Calendar for Board Meetings and Library Closures 2018 (*Action Item*)**

Treasurer Whitaker made a motion to approve the Harvey Public Library District's Calendar for Board Meetings and Library Closures 2018 and was seconded by Vice-President Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:



Absent:

Motion Carried.

**C. Approval of Resolution Adopting An Amended Sexual Harassment Policy (*Action Item*)**

Attorney Jarad explained to the board what the Amended Sexual Harassment Policy was for and why it was important to be in place at the library district.

Treasurer Whitaker made a motion to approve Resolution Adopting an Amended Sexual Harassment Policy for the Harvey Public Library District Cook County, IL and was seconded Trustee Fields.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

**Executive Session**

**A. The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employee of the Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity.**

Secretary Price made a motion to go into executive session at 7:56pm for the purpose of the appointment, employment, compensation, discipline, or dismissal of specific employee of the body or legal counsel for the public body, Including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and was seconded by Trustee Fields.

Roll Call Vote:

Ayes: Mauzkie Ervin, Barbara Fields, Jerlene Harris, Tamika Price, and William Whitaker

Nays: JoAnn Nesbitt

Abstain: Roberta Patterson

Absent:

Motion Carried.



The board went into executive session for the purpose of the appointment, employment, compensation, discipline, or dismissal of specific employee of the body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

**B. Litigation, When the Action Against, Affecting or on Behalf of the Particular Public Body Has Been Filed and is Pending Before a Court or Administrative Tribunal, or When the Public Body Finds That an Action is Probable or Imminent, in Which Case the Basis for the Finding Shall be Recorded and Entered into the Minutes of the Closed Meeting.**

Attorney Jarad recommended to the board that they table item B. under Executive Session because it's premature and there's nothing to report at this early stage.

The board decided to table item B. under Executive Session.

The board went into executive session for the purpose of the appointment, employment, compensation, discipline, or dismissal of specific employee of the body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

President Patterson made a motion to come back into regular session at 8:16pm and was seconded by Secretary Price.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

**AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)**

Ina Bolling states that the reason she's at the meeting is because she was wrongfully terminated on October 30, 2017. She states that she sent a letter to each trustee to be heard and to defend herself for being terminated. Ina states that she went to the last board meeting and requested that the board review her files. She states that she attended the board meeting and wasn't able to speak, Ina states that she feels that was unfair. Ina states that she was told by President Patterson that the board will be in contact with her, she states that she hasn't heard from anyone a month later. Ina states that she was intimidated and bullied by supervisors on several occasions. She states that she have write ups in her file that shouldn't be in there because some of the incidents had nothing to do with her. Ina states that she should've had an opportunity to defend herself, she states that even if she doesn't get her job back she





should at least be heard. She states that she has worked for the library for almost eleven (11) years and to be let go for something like that is not right or fair. Ina states that she knows circulation better than some of the managers, she states that she's not putting anyone down but it's the truth. She states that she's not perfect but some of the supervisors think they are. Ina states that she was fired before the holidays and is fighting unemployment because she filled out her employment wrong and she thinks that's low down. She states that she didn't deserve to be terminated for what she was let go for.

Ms. Coleman asked, will that citizens of Harvey get a chance to look at the items in storage before they're donated?

President Patterson states that the director will provide the board with a list and pictures of the items in storage and then will decide whether or not they're useful or not.

Ms. Donahue states that what Ms. Coleman is asking that the public should have access to the furniture before the board makes a final decision on donating the furniture. She states that maybe the public want a souvenir from the storage.

#### **ADJOURNMENT**

President Patterson made a motion to adjourn the meeting at 8:32pm and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Meeting Adjourned.