



Harvey Public Library District's Board Meeting Minutes

September 14, 2017

Board Meeting

CALL TO ORDER

President Patterson called the meeting to order at 6:56pm.

ROLL CALL

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

Absent:

APPROVAL OF LAST MONTH'S MEETING MINUTES

Trustee Harris read from the IL Law & Rule Book, 16-30 compensation of Trustees. She states that she had another comment, she states that Treasurer Whitaker stated that she was in violation of the Open Meetings Act. Trustee Harris states that she was not in violation and that she have documentation to prove that she is not in violation of the Open Meetings Act.

Treasurer Whitaker states that in all due respect to Trustee Harris the accuracy of the minutes stands, he states that he did say that Trustee Harris was in violation of the Open Meetings Act.

Secretary Price made a motion to approve board meeting minutes for August 10, 2017 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.



APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Harris asked, if account #4050 is where petty cash is disbursed?

Director Flowers states that this is the account where staff is reimbursed for mileage, things purchased with their money, and library supplies.

Trustee Harris asked, what is account #1050 for petty cash for?

Director Flowers states that this account is where she hold a \$300.00 bank. She states that when she have to pay employees out of her bank she is reimbursed every week out of the weekly bank deposits so that the bank can stay at \$300.00.

Trustee Harris asked, what was the wire transfer for in the amount of \$34,275.21?

Director Flowers states that the transfer was for the payroll that she had to run through the general fund account and had to reimburse ADP for the payroll and taxes.

Trustee Fields asked, what were the charges from Sam's Club for?

Director Flowers states that these charges are for a variety of things. She states that supplies for Adult Services, Youth Services, janitorial/HSK supplies, library supplies, and board expenses.

Trustee Fields asked, what the charges from DEX Media was for, she states that the report shows that it's for publicity.

Director Flowers states that the charges are for publicity through the internet and the phone book.

Trustee Harris asked, if HPLD still had an off-site storage?

Director Flowers states that HPLD does have one (1) off-site storage space for the remainder of the items that could not be stored in the new building.

Trustee Fields asked, are the comic books still in that storage?

Director Flowers answered with, yes.

Trustee Ervin states that the attorney had spoken before about HPLD getting a certified appraiser in to take inventory and appraise the comic books.

Attorney Jarad states that in her opinion the district does not have a competent list of inventory of the comic books.

Trustee Fields states that she has been on this board for several years and she does have a competent list of the comic books.

The board of library trustees tasked Director Flowers to get proposals for at least certified and qualified appraisers for the comic books.

Secretary Price asked, if the board would consider donating some of the items in the storage and dropping them off at some drop-off sites for some of the hurricane victims?



Trustee Harris asked, why were the board supplies and board expenses combined on this Sam's Club bill and not before? She states that the board lunches need to be cut out because they are using taxpayers' dollars on food.

Director Flowers states that there's a difference this time than before because lunches along with supplies were purchased at Sam's Club for the regular board meeting and the special meeting in the month of August 2017.

Secretary Price asked, Trustee Harris if she had been purchasing her separate lunches and being reimbursed by the district?

Trustee Harris answered with, yes.

Trustee Harris asked, why were charges from February 2016 from the bond counsel just now being submitted?

Director Flowers states that the invoice was just submitted to HPLD and that's when it was inputted in the system.

Trustee Fields made a motion to approve bills and review of accounts from the August 10, 2017 meeting 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.

CORRESPONDENCE/ANNOUNCEMENTS

President Patterson announces that Ms. Donahue gave her a flier from Thornton Township. Thornton Township are working with local agencies and are accepting donations for the hurricane victims. The items that they're accepting are clothing with tags attached, water, diapers, baby formula, blankets, and hygiene care products and these items will be shipped off by W&W Towing.

Secretary Price read off HPLD's adult programs for the month of September 2017:

SEPTEMBER PROGRAMS

National Library Card Sign up Month	September 1 - 30
Computer Classes	Thursdays: 7, 14, 21, and 28 (6:00 - 7:30pm)
Yoga	Saturdays (10:15am - 11:15am) (canceled 9.23.17)
Line Dancing	Tuesdays (6:30 - 7:30pm)



Quilting Club	1 st & 3 rd Thursday of the month - (5:00 - 7:00pm)
Chess Club	Every Wednesday (4:00 - 7:00pm)
Workforce Development Workshop (hosted by Aunt Martha's - Resume' Writing)	Wed., 09.27.17, 2 - 3:30p
Outreach - Jesse Jackson Senior Bldgs.	09.21.17

REPORT OF TRUSTEES/COMMITTEES

A. Building & Grounds

Trustee Ervin states that he got in touch with James Hardy, the company that made the cement board which covers a large portion of HPLD. He states that he's going out to five (5) different places that used this product to see the craftsmanship and quality of the work and make a report to the board about his findings. Trustee Ervin states if needed he will request that someone from the company come out and speak with the board about this ongoing process.

Trustee Ervin states that there was a security breach with Equifax and 143 million people identity and was compromised in the United States and about 5 million in the state of Illinois. He states that if you go to www.equifaxsecurity2017.com, it will ask for your last name and the last 4 digits of social security number and it will let you know if your information has been compromised. Trustee Ervin states that Equifax is offering one (1) year credit monitoring for those individuals that were affected by the breach.

Trustee Ervin states for a matter of record that he will like for Director Flowers to send out a certified letter to everyone that has unreturned equipment that belongs to HPLD. He states that with the exception of Mrs. Turner and Marion Beck. Trustee Ervin states that the letter should be addressed to Mrs. Turners' husband. (Marion Becks' husband is deceased).

B. Finance

No Report.

C. Planning & Development

Secretary Price read from the minutes she recorded in the Planning Committee Meeting.

Secretary Price states that the Planning Committee did have a meeting on August 30, 2017 and Trustee Fields and President Patterson were in attendance and they did discuss the library user survey results. She states that the director did provide them with the survey results. She states that there were recommendations made for the user survey along with other agenda items.

Secretary Price states that they also discussed community outreach and marketing. She states that the Planning Committee will like to host a community summit on Saturday, September 30, 2017 at 3:00pm.

Trustee Ervin states that he attended the Planning Committee meeting as well and he believes that this summit is coming across to him as something political. He states that the library isn't a hub for somebody's campaign and does not agree to have the summit at the library.



President Patterson states that the Planning Committee meeting went very well. She states that she believes that the summit will be the start of something great in Harvey. She states that the committee along with herself exchanged ideas and suggestions.

Trustee Harris states that she thinks that Secretary Price and Trustee Fields done a good job on trying to get the community involved but as long as committee is not using taxpayers money to hold this summit than she's okay with the it.

The board of library trustees asked questions, made suggestions and exchanged ideas about some items on the agenda for the Planning Committee meeting.

TREASURER REPORT

General Fund-Estimated Amount \$119.20
Gift Account-Estimated Amount \$5,593.32
Special Reserve Account \$22.46
Vendor Account \$73,517.60
Expense Account \$4,482.55
Youth Services Account \$100.00

REPORT OF LIBRARY DIRECTOR

IPLAR

The (IPLAR) Illinois Public Library Annual Report was due on September 1, 2017 and submitted on the same day. This report is compiled of public library statistical data information. This report is submitted to the state librarian pursuant to law 15ILCS 320\7n.

LIBRARY CARD SIGN UP MONTH

September is Library Card sign up month and HPLD.

DONATIONS

HPLD is constantly looking for donations we are seeking out businesses and organizations to contribute contributions to the library during our hardship. Breakfast with Santa is approaching and we are expecting to host a great program as we host every year. My team and I are working diligently to solicit funds so that we can bring an awesome program to this community.

WHAT IS HAPPENING IN THE LIBRARY

HPLD is celebrating Banned Book Week for freedom to read by promoting and advertising banned books. Program will start September 25, 2017 and will run thru to October 1, 2017.

October is Breast Cancer Awareness Month and HPLD will be hosting our second annual Breast Cancer Brunch October 27, 2017 from 11:00am until 2:00pm.



QUARTERLY REPORTS

The Board of Trustees will receive a quarterly report for the months: July, August and September at the board meeting in October 2017.

PER CAPITA

The Per Capita grant is due on October 15, 2017 and we are currently collecting data for this grant.

NEW BUSINESS

A. Approval of Ordinance 2017-4 Budget and Appropriations (*Action Item*)

Trustee Ervin made a motion to approve Ordinance 2017-4 Budget and Appropriations 2017/2018 and was seconded by Treasurer Whitaker.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent: JoAnn Nesbitt

Motion Carried.

Vice-President departed the meeting at 8:12pm.

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.

President Patterson departed the meeting at 8:15pm.

Trustee Fields departed the meeting at 8:18pm.

Treasurer Whitaker started running the meeting at 8:20pm.



C. Audit Proposals (*Action Item*)

After a brief discussion about the audit proposals the board of library trustees decided to table this agenda item until next board meeting.

Secretary Price made a motion to table the audit proposals until next board meeting and was seconded by Treasurer Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Barbara Fields, JoAnn Nesbitt, and President Patterson

Motion Carried.

EXECUTIVE SESSION

Secretary Price made a motion at 8:39pm to go into executive session for the purpose of litigation when an 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 and was seconded by Treasurer Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Barbara Fields, JoAnn Nesbitt, and Roberta Patterson

Treasurer Whitaker made a motion at 8:57pm to return to regular session for the purpose of litigation when an 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 and was seconded by Secretary Price.

Roll Call Vote:

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



Nays:

Abstain:

Absent: Barbara Fields, JoAnn Nesbitt, and Roberta Patterson

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Mr. King states that he mentioned an issue with the computer last month and says he glad the issue was resolved. Mr. King had a list of suggestions to the board for the items in the off-site storage unit. He also had some valuable historical thoughts about some Harvey residents.

Ms. Donahue asked, if information about the community summit had been finalized?

Secretary Price states that the summit will be Saturday, September 30, 2017 from 3:00pm-5:00pm. She states that the details about the summit will still need to be finalized.

Trustee Ervin states that this time and date was not voted on. He states that the citizen shouldn't have to pay to keep the library open after hours for this summit.

Secretary Price states that the date and time will be finalized at a later date.

Ms. Cameron asked, if the summit going to politically driven or is the purpose solely to get the community involved?

Secretary Price states that it is for community involvement.

Ms. Cameron states that she don't know why the line dancing program is so important and who is it benefiting? She states that if people don't want to pay for it then it needs to scrap.

Ms. Seay states that something's not right about that summit. She states that she don't believe it's going to be a one (1) time thing.

Mr. Price asked, who wouldn't want to bring the community together? He states that the summit will be about how the library could better serve the community.

ADJOURNMENT

Secretary Price made a motion to adjourn the meeting at 9:14pm and was seconded by Treasurer Whitaker.



Roll Call Vote:

Ayes:

Mauzkie Ervin, Jerlene Harris, Tamika Price, and William Whitaker

Nays:

Abstain:

Absent:

Barbara Fields, JoAnn Nesbitt, and Roberta Patterson

Meeting Adjourned.