



Harvey Public Library District's Board Meeting Minutes

February 8, 2018

Board Meeting

CALL TO ORDER

President Patterson called the meeting to order at 6:35pm.

ROLL CALL

Members Present: Mauzkie Ervin, Tamika Price
 William Whitaker, and Roberta Patterson

Absent: Barbara Fields, Jerlene Harris and JoAnn Nesbitt

Secretary Price made a motion to add Trustee Fields to the Board Meeting via telephone due to illness and seconded by Treasurer Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Jerlene Harris, JoAnn Nesbitt, and Barbara Fields

Motion Carried.

APPROVAL OF LAST MONTH'S MEETING MINUTES

Treasurer Whitaker made a motion to approve previous month's board meeting minutes and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays:

Abstain:



Absent: JoAnn Nesbitt and Jerlene Harris

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

President Patterson made a motion to approve previous month's bills and review of accounts and was seconded by Treasurer Whitaker.

Roll Call Vote:

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

Nays

Abstain:

Absent: JoAnn Nesbitt and Jerlene Harris

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

Director Flowers states that the Job Fair that was scheduled for Friday, February 9, 2018, was cancelled, the food program will not be delivering, and the library will be closed due to inclement weather.

Treasurer Whitaker asked, who was sponsoring the Job Fair?

Director Flowers states that an outside agency sponsors the Job Fair.

Trustee Ervin asked, will the Job Fair be rescheduled?

Director Flowers states that the Job Fair is scheduled to be at the library every second (2nd) Friday of each month and in December 2018 it will be held on the first (1st) Friday.

REPORT OF TRUSTEES/COMMITTEES

A. Building & Grounds

Trustee Ervin states that HPLD did get the Turlington property across the street demolished. He states that the next phase will be to get area paved for the library patron's parking lot. Trustee states that he checked the exterior of the library for nail pops and there weren't any.

B. Finance

Treasurer Whitaker states that HPLD was successful in getting the grant for the Turlington property. He states that he has spoken with Cook County to secure future grants to get the adjacent property. Treasurer Whitaker states that HPLD is trying to explore other possible grants that the library will be eligible for.



Treasurer Whitaker states that tax collections have continued to be low and rebates are high. He states that he encourage patrons and residents to talk to your aldermen about what's going on with community and economic development because that's the only way to improve tax collection.

C. Planning & Development

No report.

TREASURER REPORT

General Fund-Estimated Amount \$143.95
Gift Account-Estimated Amount \$5,618.66
Special Reserve Account \$22.46
Vendor Account \$748.30
Expense Account \$30.60
Youth Services Account \$100.00

REPORT OF LIBRARY DIRECTOR

HIGHTLIGHTS ON WHAT IS HAPPENING IN THE LIBRARY

On Wednesdays from 5:00pm to 7:30pm, HPLD will have income tax preparation class for those individuals that would like to learn how to prepare taxes. Individuals must have computer knowledge.

Job Fairs will continue throughout the year, they will be held every second Friday of each month, February through November of 2018. First Friday in December of 2018.

Companies that will be onsite at HPLD:

Mars Candy

US Postal Service

Del Monte

Illinois School Bus Company

February is American Heart Month and HPLD will be giving out awareness tips, by passing out bookmarks on heart healthy tips to the community. These bookmarks will educate patrons on why it is so important to have a healthy heart.

Teen Zone/ Youth Services will be hosting a Black History Month Contest on WHO AM I? Every week a picture will be posting for teens and youth to guess who it is for a prize.

MLK CELEBRATION

HPLD had a great time celebrating MLK Day. As always, our performers came out and did a phenomenal job at telling stories reciting poems, singing and dancing. There is a great abundance of talent within the Harvey community.



Alderman Whittington delighted the crowd with his special story telling techniques as he gave a very vivid storyline to Dr. Martin Luther King Junior’s Childhood. Thank you Alderman for such a great performance!

Harvey’s very own Blue Angels was in the house. Special thanks to all the performers that attended the MLK celebration!

COMIC BOOKS

Comic books are now out of storage and is currently in the staff collection area. The securing and sealing can now take place at a suitable time and at the trustee’s earliest convenience.

HOUSE DEMOLITION

Thank you to Treasurer Whitaker for providing the resources for this demolition project.

NEW BUSINESS

A. LAUTERBACH & AMEN, LLP REVIEW OF ANNUAL FIANACIAL REPORT FOR FISCAL YEAR END JUNE 30, 2017 AND APPROVAL (ACTION ITEM)

Lauterbach & Amen, LLP, gave a detailed presentation on HPLD’s final draft Annual Financial Report FY 2017 and answered any and all questions that the board asked.

Secretary Price asked, what percentage does the library contribute and how much do the employees contribute to IMRF?

Shawn stated that the employees contribute 4.5% and the library contribute a little over 11%. He states there are 16 inactive members that are receiving benefits, 17 inactive members that will be entitled to benefits, and there are 21 active members so the total is 54 participants in the fund.

Secretary Price asked, what did the library provide to the auditors during the field work phase?

Shawn stated that the director and her team provided Lauterbach & Amen with a financial trial balance with all the accounts, cash receipts, disbursements, payroll information, bank statements, and all financial supported documentation during and after the fiscal year while on the field work visit.

Treasurer Whitaker made a motion to approve the Review of the Annual Financial Report for Fiscal Year End June 30, 2017 and Approval and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Mauzkie Ervin, William Whitaker, and Roberta Patterson

Nays: Tamika Price



Abstain:

Absent:

JoAnn Nesbitt, Jerlene Harris, and Barbara Fields

Motion Carried.

B. APPROVAL OF SYCAMORE ADVISORS ENGAGEMENT LETTER RENEWAL (ACTION ITEM)

Olyvia Jarmoszka of Sycamore Advisors states that she's present at the board meeting to get approval on Sycamore Advisors engagement letter beginning now and ending December 31, 2018. She states that their primary rule is making sure HPLD's continuing disclosure filings are filed on time as well as timely audits.

Olyvia states that Sycamore Advisors will be working with bond counsel about the abatement that's due. She states that Sycamore Advisors will be working closely with S&P to reinstate the library's rating when HPLD is ready.

Olyvia answered any and all questions that the board of library trustees asked.

Attorney Jarad asked, if the filing of the segregation order still be part of Sycamore Advisors scope of the work?

Olyvia answered, yes segregation order filing will still be Sycamore Advisors scope of the work.

Treasurer Whitaker made a motion to approve the Sycamore Advisors engagement letter renewal with the modification to line number six (6) on page two (2) to read work with the district toward timely filing of its financials and segregation orders and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes:

Mauzkie Ervin, Tamika Price, William Whitaker, and Roberta Patterson

Nays:

Abstain:

Absent:

JoAnn Nesbitt, Jerlene Harris, and Barbara Fields

Motion Carried.

C. RESOLUTION DIRECTING AN INCREASE IN THE LOSS IN COLLECTION FACTOR FOR THE CORPORATE, IMRF, SOCIAL SECURITY, AUDITING, LIABILITY INSURANCE, WORKMEN'S COMPENSATION, AND UNEMPLOYMENT INSURANCE FUND LEVIES COMMENCING WITH THE 2017 LEVY YEAR.



Glenn Weinstein of Pugh, Jones, & Johnson explained what the resolution directing and increase in the loss in collection is and how it affects the district. He answered any and all questions the board of library trustees asked.

Secretary Price asked, how would the increase in the loss in collection factor impact her as a tax payer?

Glenn states that every resident tax will increase by that percentage amount which is designed to offset the fact that overall the average collection on everyone's individual bill has been at a level less than 100%.

Secretary Price exited the meeting at 7:41pm.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

None

ADJOURNMENT

There was not a motion made because there wasn't a physical quorum to adjourn the meeting.