

# HARVEY PUBLIC LIBRARY DISTRICT

## RESCHEDULED REGULAR BOARD MEETING

Wednesday, August 19, 2020

### MEETING MINUTES

The Board of Trustees will conduct its meeting remotely as authorized by the Governor's Executive Order 2020-07, as extended by Executive Orders 2020-39 issued on May 29, 2020 and 2020-44 issued on June 26, 2020 and the Attorney General's Guidance to Public Bodies during the COVID-19 Pandemic. The Board President, having determined that an in-person meeting is not practical or prudent given the Governor's new Disaster Declaration issued on June 26, 2020 (Executive Order No. 2020-44), a quorum of Board members will not be physically present for the meeting but will instead be participating remotely via an online virtual meeting platform. At least one member of the public body or the Interim Director will be physically present at the regular meeting location.

In lieu of in-person public comments, members of the public may submit written public comments in advance of and during the meeting via email to the Interim Director at [amcbride@harvey.lib.il.us](mailto:amcbride@harvey.lib.il.us). A link to the Interim Director's email address is also available directly on the District's website. All public comments will be read aloud by the Interim Director during the public comment portion of the meeting as designated on the Agenda.

### AGENDA

**Call To Order: :10PM**

#### Roll Call

**Present:** Trustee Mauzkie Ervin, Treasurer JoAnn Nesbitt, Vice President Tamika Price, President Roberta Patterson  
**Absent:** Trustee Jerlene Harris, Trustee William Whitaker, Secretary Charwana Morgan

President Roberta Patterson requested amending the agenda to table Discussion of Full-time Employees Medical Benefits for the next meeting, scheduled August 26, 2020, and adding Executive Session. After further discussion, it was determined that Executive Session was unnecessary to discuss grievance of a board trustee. According to the library's attorney, discussion of the grievance may be added to the agenda, but no actions can be taken. Patterson amended the agenda to include the discussion at the time of Correspondence and Announcements.

#### APPROVAL OF BILLS FOR AUGUST 2020

Vice President Tamika Price requested information as to how Dawn Avery's weekly line dancing class is promoted and its participation. Interim Director Antonia McBride stated the class is promoted through FaceBook, the library's website, the electronic boards found inside/outside the library as well as through the instructor's YouTube channel. The email list is used from participants of past HPLD events and programs.

With no further questions, Patterson called for a motion to approve August 2020 bills. Trustee Mauzkie Ervin made the motion and was seconded by Treasurer JoAnn Nesbitt.

#### **ROLL CALL VOTE**

Ayes: Ervin, Nesbitt, Price, and Patterson

Nays:

Abstain:

**Motion carried.**

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### APPROVAL OF MEETING MINUTES: JULY 2020

Patterson called for a motion to approve July 2020 meeting minutes. Trustee Mauzkie Ervin made the motion and was seconded by Treasurer JoAnn Nesbitt.

### ***ROLL CALL VOTE***

Ayes: Ervin, Nesbitt, Price, and Patterson

Nays:

Abstain:

**Motion carried.**

### CORRESPONDENCE & ANNOUNCEMENTS

Outdoor line dancing class hosted by HPLD, scheduled Saturday, August 22 from 1:00 – 2:00pm. The event is free and open to the public.

Grievance:

Patterson requested that the interim director read into record her statement created after Daryl Crudup reported a grievance against a board trustee. Crudup also provided written grievances from actions experienced July 16 and August 15, 2020, which were also read into record. The end of the written grievances included a request for the library attorney to explain the duties and responsibilities of trustees.

Discussion commenced when Price asked the attorney if there were protections for the library should an employee file a complaint or lawsuit against a trustee. Attorney Dee Jarad stated the insurance would come into play, but you can never stop someone from filing a lawsuit or complaint against a trustee. The library insurer would be notified in such a liability. Patterson asked what protections would the library, board, or others have against a trustee who goes beyond duties and responsibilities. The attorney stated there is limited authority/limited reasons, set out by the Illinois Public Library District Act. The conduct under discussion does not qualify; the only thing that may be done is the board adopting a resolution censoring actions or conduct by a trustee. This action must be adopted in open meeting.

Price's concern is handling improved interactions between trustees and staff so everyone is respected. Attorney Jarad stated that the board is aware that trustees must request information and or records from the director so that trustees are not giving directives to employees that may be inconsistent with duties or prevention of completing their roles.

Treasurer JoAnn Nesbitt stated the trustee has a way of controlling and harassing people. Patterson stated she brought the issue to the board because, while there is no way to sanction a trustee, she wanted ideas that would easily allow the trustee to be served by employees and be respectful.

Attorney Jarad stated HPLD did adopt a policy, passed in 2016, that communications, requests, etc. should be turned over to the director. Trustees wanting information should see the director, not an employee which may be disruptive. Patterson stated the trustee should receive a copy of the policy, a copy of the duties of a board trustee, and a possibly a letter from the board with instructions when dealing with the director. McBride added that she did not personally bring the

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complaint to the board. It was reported to her from the employee. If the trustee asks for information, she receives it as quickly as possible. The interim has not directly complained about any trustee. Price stated she believes the policy was drafted on behalf of actions of another trustee, but she wants to ensure a way to connect with the interim if she is not available instead of it being a conflict of personalities, on the side of the trustee. The attorney suggested delegating someone to be in charge in the interim's absence, so trustees may be serviced, or even creating a policy stating who is in charge as an acting director.

Patterson agreed with the delegation of an acting director, let the trustee know the responsibilities of a trustee and the policy. She will also give a letter to the trustee.

Mauzkie Ervin asked about the court hearing which the trustee tried to attend. He wanted to know if it was a closed hearing. Patterson responded that the attorney made it plain that the director and board president, along with the attorney, should be present. Price asked if trustees were not allowed at the hearing. Jarad stated there was no purpose for trustees' presence. In the library's best interest in this case, only the president and director should attend. If the board wanted others to attend, they needed to make the decision. Ervin stated there is a grey area about that issue. Jarad stated generally it is best those who are participating in the hearing only attend. Ervine suggested the attorney bring such information to them to vote on. Jarad stated the board went into Executive Session for that reason in a previous meeting, but was sidetracked on other issues.

Ervin stated confusion could have been avoided if handled differently. Price stated she was not taking sides, but with the hearing, options could have been discussed such as a hearing debrief; trustees should be informed. Jarad duly noted the statement in regards to providing updates on litigation issues.

### REPORT OF TRUSTEES/COMMITTEES

- a. BUILDING & GROUNDS: No report
- b. FINANCE: No report
- c. PLANNING & DEVELOPMENT: No report

### REPORT OF THE TREASURER

#### FIRST MERCHANTS

JULY 1 - 31, 2020

Account:	X5775	Account:	X5767
Beginning Balance:	\$478,700.79	Beginning Balance:	\$25,146.93
Withdrawals:	\$35,210.80	Withdrawals:	\$0.00
Deposits:	\$98,621.57	Deposits:	\$354.05
Ending Balance:	542,111.56	Ending Balance:	\$25,500.98

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**Account: X0863**  
Beginning Balance: \$3,114.29  
Withdrawals: \$0.00  
Deposits: \$0.00  
Ending Balance: \$3,114.29

### ILLINOIS FUNDS

JULY 1 - 31, 2020

<b>Account X5535 (General Fund)</b>	<b>Account X3106 (Gift Account)</b>
Beginning Balance \$18,741.24	Beginning Balance \$5,884.57
Purchases/Withdrawals 0	Purchases/Withdrawals 0
Ending Balance \$18,745.18	Ending Balance \$5,885.81
Interest Gain \$3.94	Interest Gain \$1.24

**Account X1100 (Special Reserve Fund)**  
Beginning Balance \$22.52  
Purchases/Withdrawals 0  
Ending Balance \$22.52

### REGIONS BANK

JULY 1 - 31, 2020

Project Funds: \$508.01  
Tax Escrow \$346,572.54  
Debt Service Reserve \$625,974.69

## REPORT OF THE INTERIM DIRECTOR

This past week, the City of Harvey experienced one of its worse storms in history. The devastation was particularly difficult for me because I was without power for four days. Hundreds of dollars' worth of food was lost. However, after ensuring home and family were safe, the entire staff realized the next priority was the library and surrounding vicinity.

I want to send many thanks to the Mayor of Harvey, Streets Department and awesome neighbors who worked diligently to ensure the safety and well-being of those affected by the storm. Daryl Crudup and I assisted with food distribution at Bryant School days after the storm. HPLD's next mission is to help assist surrounding school districts with student enrollment. Once it is ascertained of the best way we may partner with the districts, we will roll out messaging to encourage families to get children registered; and to remember the importance of completing the Census. Everyone Counts!

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Due to the pandemic, we are unable to host large groups of children. Lingering and study groups cannot be accommodated. However, we will work with parents by encouraging them to make appointments should children require additional assistance with e-learning, reading assignments, etc.

### FUNDING

In July, I attended AgeOptions – a library funding webinar where information was provided on programming geared toward the senior population. The core intention of this funding is to work towards closing the digital divide through access to knowledge, technical support, and technology hardware to ultimately reduce social isolation risk for the most vulnerable older adults.

Technology lending library where tablets, laptops, and/or smartphones are able to be checked out with hotspots as needed. Technology support is to be provided for recipients by phone or other remote access.

Funding (\$7,200) begins Sept 2020 and must be expended by Sept 2021. I will keep you posted on the progress of our submission.

### CONTINUING EDUCATION

Recently, I attended a Directors' Tool Kit where finance and boards of library trustees were the major topics. Attending this educational forum helped me better understand what should be included in Board Packets. You will note invoices were not included this month. Instead a Bills List was provided. I can provide copies of invoices upon request. The Report of Expenses and Revenue were to be included as well. This will streamline our packets, while remaining transparent in daily operations. In July we switched from SAGE to QuickBooks for our accounting needs. Like SAGE, QuickBooks has a bit of a learning curve. We are quickly getting up to speed with its usage (which is much easier than SAGE) and can begin to provide reports at the next meeting.

We initially tried to migrate information from SAGE into QuickBooks, but the accountant recommended we not migrate because the information was incorrect. We did not want to start the new fiscal year with inaccurate balances. SAGE is a software which annual subscription was \$1,800. At this point, QuickBooks was \$100 but we may upgrade to a better version, as we're already experiencing limitations.

Due to the switch from SAGE to QuickBooks, we were unable to create checks in July. You will note many of the vendors on the Bills List include payments for two months. I've reached out to First Merchants to determine if it is acceptable to produce handwritten checks until QuickBooks is fully operable. Two signatures will continue to be included on the checks per the policy created in 2018.

### PANDEMIC

Staff is still working through our new normal regarding procedures during this time of COVID-19. We are vigilant about ensuring patrons enter the library wearing masks, use of hand sanitizer is encouraged, no lingering, assisting patrons at a distance, continuous cleaning of high-touch areas, and wearing gloves/masks ourselves have all been helpful in slowing the spread of the virus. In July, we did have one team member contract the virus – outside of the library through third-party contact. She immediately quarantined

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herself, never placing our staff at risk. She eventually spent a few days in the hospital and again quarantined an additional 10 days before returning to the library. The week of the storm would have been her first week back in the library.

### **MEDICAL INSURANCE**

Since our last board meeting, I've continued to follow up with information on medical insurance. I was finally able to reach the brokerage firm used by the City of Harvey. Vista National is the insurance group that provides concierge service through Blue Cross Blue Shield.

Concierge program helps you learn more about your plan's benefits and how to use them. Our contact, through the brokerage company will probably not contact us prior to this meeting. However, she thought it would be a great idea for HPLD to be included in the program with the City of Harvey, as we are only four people needing insurance, and it could be less expensive. Currently, the City of Harvey provides medical insurance for all full-time employees, but the cost varies. Non-union employees share the cost with the City at 80/20 split.

I apologize for the need to keep tabling this topic, but medical benefits is a vital component of an employee's salary. I do not want to make wrong choices that will affect workers' well-being for the next year. I will have a chart of comparison information and request we add this to the meeting for Public Hearing, scheduled Wednesday, August 26, if it is the pleasure of the Board.

### **OLD BUSINESS**

- A. Reinstatement of Full-time Employees' Medical Benefits – Tabled until August 26.
- B. Budget & Appropriation Ordinance 20-2 Fiscal Year July 1 2020 – June 30, 2021

Patterson stated the budget will be voted on during the meeting scheduled for August 26. Ervin asked the interim if she had spoken with the mayor about having employees added to the city's medical insurance. McBride stated she spoke with the human resources director about medical information and was put in contact with the city's brokerage firm, which she anticipates receiving direct information about the terms and possibility of being included with the city.

**AUDIENCE PARTICIPATION:** No participation

President Patterson called for a motion to adjourn. Trustee Mauzkie Ervin made the motion to adjourn and was seconded by Secretary Charwana Morgan. (Morgan stated she had been on the call – attending remotely - since 6:56pm.)

### **ROLL CALL VOTE**

Ayes: Ervin, Morgan, Nesbitt, Price, and Patterson

**Motion carried.**

Adjournment at 7:38pm