

# HARVEY PUBLIC LIBRARY DISTRICT

MEETING MINUTES September 10, 2020  
Regular Board Meeting

## AGENDA

The Board of Trustees will conduct its Regular Library Board of Trustees 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.

### Call To Order: 6:30PM

#### Roll Call

**Present:** Trustee Mauzkie Ervin, Trustee Jerlene Harris, Treasurer JoAnn Nesbitt, President Roberta Patterson

**Absent:** Vice President Tamika Price, Secretary Charwana Morgan, Trustee William Whitaker

#### APPROVAL OF MEETING MINUTES

Trustee Jerlene Harris stated she received the meeting minutes just prior to the state of the current meeting and voted no on approval. President Roberta Patterson called for a motion to approve meeting minutes. Treasurer JoAnn Nesbitt made a motion to approve August 19, 2020 meeting minutes and was seconded by Trustee Mauzkie Ervin.

#### ROLL CALL VOTE:

Ayes: Ervin, Nesbitt, Patterson

Nays: Harris

Abstain:

Motion Carried

#### REVIEW OF ACCOUNTS & APPROVAL OF BILLS

Patterson called for a motion to approve accounts and bills. Nesbitt made the motion and was seconded by Patterson.

#### ROLL CALL VOTE:

Ayes: Ervin, Nesbitt, Patterson

Nays: Harris (claimed all checks disbursed were not available in the Board Packet)

Abstain:

Motion Carried

# HARVEY PUBLIC LIBRARY DISTRICT

## Correspondence & Announcement

Harris asked for the Adult Schedule for programs and activities. McBride stated a list of programs and activities for adults is not currently available.

McBride made the following announcements:

- September 19, HPLD will host an annual Back to School, School Supply Giveaway.
- September 22, is the first day to pick up candidate packets; also the first day to begin collecting petitions for the upcoming April election.
- During the October meeting, trustees will discuss information on the annual levy

Patterson asked for the number of trustee seats coming up for election. McBride stated four seats – Harris, Ervin, Whitaker and Morgan.

## REPORT OF TRUSTEES/COMMITTEES

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

## REPORT OF THE TREASURER

### FIRST MERCHANTS

AUGUST 1 - 30, 2020

<b>Account:</b>	<b>X5775</b>	<b>Account:</b>	<b>X5767</b>
Beginning Balance:	\$542,111.56	Beginning Balance:	\$25,500.98
Withdrawals:	\$44,532.92	Withdrawals:	\$0.00
Deposits:	\$168,746.64	Deposits:	\$0.00
Ending Balance:	\$666,325.28	Ending Balance:	\$25,500.98

<b>Account:</b>	<b>X0863</b>
Beginning Balance:	\$3,114.29
Withdrawals:	\$0.00
Deposits:	\$0.00
Ending Balance:	\$3,114.29

### ILLINOIS FUNDS

JULY 1 - 31, 2020

<b>Account</b>	<b>X5535 (General Fund)</b>	<b>Account</b>	<b>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	\$3.00	Interest Gain	\$1.00

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

## HARVEY PUBLIC LIBRARY DISTRICT

**REGIONS BANK**                      **AUGUST 1 - 30, 2020**

Project Funds:                      \$508.01  
Tax Escrow                              \$457,313.75  
Debt Service Reserve              \$625,974.69

### **REPORT OF THE INTERIM DIRECTOR**

Fall is quickly approaching and HPLD staff and I are continuing to learn to pivot to meet the changing needs of the community during the pandemic.

In August, Robin McCammon and I volunteered at the emergency services pavilion hosted by the City of Harvey, held at Thornton Township High School. Here, I spoke with a number of residents effected by the storm and learned a lot of people lost food due to the catastrophe. I explained about the ComEd reimbursement program and offered to assist people to complete the application. A number of residents came to the library where we offered copies of the application at no charge and assisted those who requested help. During the City's event, I passed out flyers promoting the library's School Supply Giveaway. To date, we have about 30 families pre-registered to receive school supplies on September 19 between 1 – 3:30pm. We're asking everyone to use their connections to help spread the word before September 17. Those interested in volunteering may arrive at the library before 1:00pm on the 19<sup>th</sup>.

### **FUNDING**

In August I shared with the Board that I applied for an AgeOptions grant. The grant is intended to assist organizations reach the senior population. I am excited to announce HPLD is a recipient of the \$7,500 grant and will begin purchasing equipment that will be "checked-out" by seniors. As explained in August, 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. IT and I are researching Chromebooks, iPads, and companies that provide hotspots before purchasing equipment. The first virtual class will be training on using the new equipment. (Not yet scheduled).

In August, HPLD received a generous donation from the Steve & Marjorie Harvey Foundation. A \$5,000 donation was brought to us by way of LaRoyce Hawkins. Hawkins, a former resident and graduate from Thornton High School & Illinois State University, has recurring roles on the television shows Chicago PD & Chicago Fire. He regularly donates time, energy, and monetary funding for projects throughout the City of Harvey. Over the past year, Hawkins and I began brainstorming ideas for programs and events for the library. Through our discussions, he offered to share a portion of his funds from the Steve Harvey Foundation with HPLD among of his endeavors. We are excited for the donation, partnership and future plans with Hawkins and his foundation. Per Hawkins's request, this money is earmarked for youth programming as I see fit. A portion will be used for the Back to School/School Supply Giveaway.

### **ON-GOING PROJECTS**

- Attendance at Directors' meetings/webinars hosted by RAILS and SWAN
- Researching ways we may effectively clean/maintain building through the pandemic; including how to cut/share costs of PPE
- Leading the staff through skill-development in their areas (Ex. Youth Services, adding value to current/future programs; IT, increasing cybersecurity/improving output with current equipment; Security, best practices for customer service during COVID-19 pandemic; Accounting/HR, conducting ongoing trainings for staff, improving data entry/knowledge base on QuickBooks).

## **HARVEY PUBLIC LIBRARY DISTRICT**

### **AUDIENCE PARTICIPATION**

No participation

Patterson called for a motion to adjourn. Ervin made the motion to the monthly meeting and was seconded by Treasurer Joann Nesbitt.

### **ROLL CALL VOTE**

Ayes: Ervin, Harris, Nesbitt, and Patterson.  
Meeting adjourned at 6:53pm.