

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING

Meeting Minutes

Thursday, March 11, 2021

7:25pm

The meeting began at 7:25pm

President Patterson asks Secretary Morgan to read the Call to Order.

Secretary Morgan read the Call to Order.

The Board of Trustees conducted a Board Meeting of the Whole remotely as authorized by the Governor's Executive Order 2020-07, reissued and extended by Executive Order 2020-71 issued on February 5, 2021, 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 Gubernatorial Disaster Proclamation, proclaimed 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 meeting location. The teleconference meeting of the Harvey Public Library District Library Board of Trustees could be viewed on Zoom scheduled to begin at **6:30pm, Thursday, March 11, 2020.**

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 kpeake@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

1. Call to Order: 7:25 pm

2. Roll Call

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

Absent: Trustee William Whitaker

3. Approval of Meeting Minutes

President Roberta Patterson made a motion to approve the meeting minutes for December 17, January 7, January 14, January 21, January 28, February 2, February 11.

Trustee Harris had some concerns with some of these dates. About December 17, the closer. The library was closed extra days beyond the approval of the board as a whole. No one seems to want to address that.

President Patterson-Was there a questions about the minutes.

Trustee Harris said, "you tabled it." And the monitor outside displayed that the library was going to be closed from the twenty fourth to the twenty six. Never before has it had that many closure. December 31- January 2. That was in violation of Open Meetings Act. The board agreed and voted on that.

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING

Meeting Minutes

Thursday, March 11, 2021

7:25pm

Kim Peake, Youth Services, Teen Zone and Reference Manager read HPLD policy that states on September 2009, when a holiday falls on a Sunday, the library will be closed in the following Monday. In addition the library will be closed all day on Christmas Eve Day and New Year's Day. When Christmas and New Year's falls on a Monday, the library will be closed in December 23rd and December 30th. When Christmas and New Year's falls on a Friday, the library will also be closed on Saturday.

Trustee Harris-It was not in fact in 2018 and 2019. I'm asking for a review.

President Patterson called for a motion to approve the meeting minutes. Trustee Ervin made the motion and was seconded by Trustee Nesbitt.

Roll Call Vote

Ayes: Trustee Mauzkie Ervin, Treasurer JoAnn Nesbitt, President Roberta Patterson

Nays: Trustee Jerlene Harris, Vice President Tamika Price

Abstain: Secretary Charwana Morgan,

4. Review of Accounts & Approval of Bills

President Patterson makes a motion to remove as Signatory, Antonia McBride from all library bank accounts and to add as authorized Signatory to all library bank accounts Board President Roberta E. Patterson and Board Treasurer JoAnn Nesbitt. President Patterson made the motion and was seconded by Trustee Nesbitt.

Roll Call Vote

Ayes: Trustee Mauzkie Ervin, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Tamika Price, President Roberta Patterson

Nays: Trustee Jerlene Harris

Motion carried.

5. Correspondence & Announcements:

Trustee Harris announced that the Cook County Board Toni Preckwinkle has open up a second rent release for renters and landlords. Call (877) 426-6515 for more information, cookcountyil.gov/relief. Seventy two million dollars is available. You have to live in Cook County.

Presidents Patterson mentioned that the ALA Public Policy and American Library Association what have a Covid-19 library release update with the President signing this bill where there's money coming to the library There's one point nine trillion is for everybody and the library is one of them.

6. Report of Trustees/Committees

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING Meeting Minutes

Thursday, March 11, 2021
7:25pm

- a) **Building & Ground:** Trustee Harris brought up the parking lot again. Put out some bids. Trustee Ervin spoke on about the roof. It is in good condition.
- b) **Finance:** No report
- c) **Planning & Development:** No report

7. REPORT OF THE TREASURER

FIRST MERCHANTS

FEBRUARY 1 - 31, 2021

Account:	X5775	Account:	X5767
Beginning Balance:	\$437,200.64	Beginning Balance:	\$30,550.06
Withdrawals:	\$71,787.55	Withdrawals:	\$0.00
Deposits:	\$9,848.72	Deposits:	\$980.09
Ending Balance:	\$443,983.72	Ending Balance:	\$31,530.15

Account:	X0863
Beginning Balance:	\$7,717.70
Withdrawals:	\$0.00
Deposits:	\$10.00
Ending Balance:	\$7,727.70

ILLINOIS FUNDS

FEBRUARY 1 - 31, 2021

Account X5535 (General Fund)	Account X3106 (Gift Account)		
Beginning Balance	\$41,783.31	Beginning Balance	\$5,889.04
Deposits	\$2.46	Purchases/Withdrawals	0.31
Ending Balance	\$41,785.77	Ending Balance	\$5,889.35
Interest Gain	\$ 3.01	Interest Gain	\$ 0.31

Account X1100 (Special Reserve Fund)

Beginning Balance	\$22.52
Purchases/Withdrawals	0

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING Meeting Minutes

Thursday, March 11, 2021
7:25pm

Ending Balance	\$22.52
REGIONS BANK	OCTOBER 1 - 31, 2020
Project Funds:	\$508.01
Tax Escrow	\$111,247.86
Debt Service Reserve	\$625,976.75

That ends the Treasurer Report

8. Report of the Interim Director

Trustee Harris had a comment about the IT department's report. She would like to compliment Timothy Coleman for the virtual program but the thing she look at was the participant was down and the graph was not color coded. Try bringing the kids in. The Internet looks great. The curb In front of the library looks really bad. That whole area needs to be address.

9. New Business

- a. Glenn Weinstein-Bond Counsel, Engagement For General Obligation Library Bond, Series 2015 (action)

Vice President Price makes a motion to accept him to be our Bond Counsel Engagement For General Obligation Library Bond, Series 2015. The motion and was seconded by Trustee Ervin.

Roll Call Vote

Ayes: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Tamika Price, President Roberta Patterson

Motion carried.

- b. Compensation of Interim Director, Kim Peake while serving as Interim Director,
We will increase Kim's salary to \$1,153.84 weekly retroactive from the date of her appointment through the last day of her serving as the temporary Interim Director to be prorated accordingly.

President Patterson made a motion to accept Compensation of Interim Director, Kim Peake while serving as Interim Director, The motion was seconded by Trustee Ervin

Roll Call Vote

Ayes: Trustee Mauzkie Ervin, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Tamika Price, President Roberta Patterson

Nays: Trustee Jerlene Harris

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING

Meeting Minutes

Thursday, March 11, 2021

7:25pm

Motion carried.

Made Interim Director Consulting Services-Antonia McBride and Kathy Parker to use only when needed.

Kathy Parker attended the Zoom call and spoke about how she can assist us. She can't be in the library on a daily basis but can work remotely. We can find out from Kim what is needed.

Secretary Morgan asked is Kathy's fee still the same?

President Patterson-It's seventy five dollars an hour.

Secretary Morgan-How many hours would you be working us for?

Kathy Parker said, Whenever you need me and that depends on what you need me to do. I can work on the financial paperwork, I can do budget, per capita grant etc."

Vice President Price-What was Antonia's rate of pay be?

Kathy Parker-Wasn't it fifty two something?

Attorney Jarad says, "there was an agreement. And that agreement states fifty two eighty.

Secretary Morgan thinks that this is very steep. Seventy five for Kathy and Fifty two for Antonia, We to get a director.

President Patterson-That on the agenda for tonight trustee. But before we get someone, we have to have someone running this place.

Secretary Morgan-Isn't that why we have Kim, the Interim Director?

President Patterson-Kim needs help and Kim only gave us thirty days. She's giving us a week or two. Kim's never worked as a director and she's going a pretty good job. She's been thrown in there. There's a lot of information that has to be in somewhere by a certain time. Any time you have to have a master's degree, there's a lot of knowledge you have to have and you learn it on the job. And the reason we have these consultants is because Kim has never worked as a director.

Trustee Ervin-It's not going to be for long. So let's do this so we can get to the part where we put somebody in place.

Roll Call Vote

Trustee Ervin made a motion to retain Kathy Parker and Antonia McBride during this transition period until we get a new director or Interim Director to replace them both only as needed basis. The motion was seconded by Treasurer Nesbitt.

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

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING

Meeting Minutes

Thursday, March 11, 2021

7:25pm

Abstain: Secretary Charwana Morgan, Vice President Tamika Price,

Approval of Job Description for Library Director

Attorney Jarad talks about the Library Director's Job Description is the same library description that was provided back in January. It's three pages, numbered at the bottom and it would say as advised on March 11, 2021 assuming it is approved today.

Vice President Price asks Attorney Jarad is it legal to revised the job description where the description meets the candidates qualification that you're looking for.

Attorney Jarad- There is no job description provided to anybody.

Vice President Price asking now that its been revised, is it legal to revised the job description where the description meets the candidates qualification that you're looking at?

Attorney Jarad That was not my just meeting the qualifications of a particular candidate, its expanding the library's ability to hire, its expanding qualified candidates you can obtain.

Vice President Price- That's a separate question. My question was, is it legal to change the job description for the candidates you're looking at? So you have a candidate that you are favoring, they don't have the credentials that's currently required, is it legal to change the job description to make it match their qualification?

Attorney Jarad-I didn't understand this to be the intention, What I understood was the intention to expand the potential candidate's pool the library can hire.

Vice President Price-But we're not actively seeking, we are looking at one particular candidate. So, we're not looking to expand the pool at this moment.

Trustee Ervin-That sounds like a trapped question.

Vice President Price- That's not a trapped question.

Trustee Ervin-It's a basic policy for whoever comes to the library and applying for a job today, next year, five years or whenever the next board decided to change the next policy.

Vice President Price And Trustee Ervin, when you receive your law degree, then you address my question,

Attorney Jarad , I'm still waiting for my question to be answered.

Attorney Jarad-The job description that the library currently has been in place since 1999. The library can either approve it with that additional language concerning educational requirements an MLS or they can approve it with the additional requirements allowing them to hire someone in the position of library director who has a reasonable prospect in obtaining one.

Secretary Morgan-I understand what's she's saying. Take the library out of the picture. Her question is, is it legal to change the job description for the candidates you're looking at? Don't look at it as Harvey Library. She just wants legal advice. Is that legal?

Attorney Jarad-I believe you can change the library director's job description if its consistence with what you intend and willing to hire as a library director.

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING

Meeting Minutes

Thursday, March 11, 2021

7:25pm

President Patterson-That's in ALA policy. If you look up ALA, the instruction for a library director is very vague. They are more specific on experience than they are on the educational qualifications.

Trustee Ervin-And we really don't have to change it. We can hire someone who is Interim like Kim and Antonia. There was no policy change or anything.

Attorney Jarad-That language can be stricken. The focus should be on the job description describing the duties more in detail as what's expected from the library director. That language concerning a reasonable prospect of an MLS can be stricken and to the extent you end up hiring someone who has a reasonable prospect for an MLS can simply be put in the offer.

Secretary Morgan-Said, "she job her packet earlier that day and she hasn't had a go over the Finance part or the job description for the library director. So she doesn't know what's in it.

President Patterson-reads the ALA policy concerning library director's job description and qualifications,

Secretary Morgan-So I can see why Vice President Price is saying that. I have not read that.

President Patterson-In Dee's defense, we have been changing this library director definition for a while and this is the final one. Does this answer your question Vice President Price.

Vice President Price replies no then asks if the job description can be shared on the screen?

President Patterson-Where it says job description?

Vice President Price-Yes, so we can all see it.

Trustee Harris asks Attorney Jarad if she makes any changes to any of the document that's already in existence, change a line, a phrase, highlight or underline it or do something to say that you change and put this part in. Because it looks a lot different from what I read when Sandra Flowers was the director and it does look like its favoring one candidate over another. I'm questioning that in depth knowledge. What do you mean by in depth?

President Patterson-Someone with experience I would think.

Trustee Harris asks Attorney Jarad again when she makes so any changes to any of the document that's already in existence, change a line, a phrase, highlight or underline it or do something to say that you change and put this part in.

Attorney Jarad-That's a legal document.

Trustee Harris-r. I'm questioning what do you mean under necessary skills and knowledge that in depth knowledge and what do you mean by in depth?

Attorney Jarad-The have a general understanding and a command of

President Patterson-Library Knowledge.

Attorney Jarad-The job description that the library currently has been in place since 1999.Its less than a page and a half. This one states what the duties of a library director's are so that the director is clear on what is expected of him or her because in the past, there would be issues about who was doing what is the part of the director's responsibility to do particular tasks or items. This one makes it a lot more clearer to the director who's going to fill the position.

President Patterson- This old description was set up in 93, modified in 97, 99 now in 2021. That's what happens in any policy.

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING Meeting Minutes

Thursday, March 11, 2021
7:25pm

Attorney Jarad-The key part is not so much the job description is not so much the educational requirements, to expand potential candidates that the library can look at rather what is important about it is it states various duties and tasks that are expected.

Vice President Price-The job description that's on the screen, is there another one or just this?

Attorney Jarad-This is the one that was recently provided and the only addition is on page two at the bottom where it has the information about a reasonable prospect being conferred with an MLS and regular progress on obtaining a MLS. If that's objectionable language, then that language can simply be stricken.

Vice President Price-In the six years of library experience, what was the number of years before?

Attorney Jarad-The same .None of that was changed. Those are the same requirements that are in the current policy. The only thing that did change was the job description are the duties and tasks and the responsibility of the library director.

President Patterson-ask some to make a motion to accept the job description

Secretary Morgan-Can this be tabled or are we in a rush to vote on this tonight?

President Patterson-We're in a rush because it has been said over and over again there's no director.

There was a lot of discussion about the library director's job description, Attorney Jarad suggested that the wording at the bottom of page two of Educational Requirements in the job description be stricken which says an individual with a reasonable prospect of being conferred such degree and regular progress on obtaining a MLS degree and leave one must have an Masters' degree from an ALA accredited institution period.

Trustee Harris A MLS is not required by the state of Illinois. It's highly recommended by ALA and RAIL

President Patterson-So they should have a Master degree from an ALA accredited institution period.

Attorney Jarad suggested they mae a motion to adopt the job description as presented with the language on page two or reasonable prospect of being conferred such degree and regular progress on obtaining a MLS degree be stricken. The motion was seconded by Treasurer Nesbitt.

Trustee Ervin made a motion to approve the job description. The motion was seconded by President Patterson.

Roll Call Vote

Trustee Ervin made a motion to approve the job description. The motion was seconded by President Patterson.

Ayes: Trustee Mauzkie Ervin, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Tamika Price and President Roberta Patterson

Nays: Trustee Jerlene Harris

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING

Meeting Minutes

Thursday, March 11, 2021

7:25pm

Motion passed

Attorney Jarad-She would like to answer Vice President Tamika Price question regarding the changes in the job description and yes, it is legal.

10. Executive Session: The appointment, employment, compensation, discipline performance, or dismissal of specific employee of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against legal counsel for the public body to determine its validity.

Trustee Ervin made a motion to go into Executive Session. The motion was seconded by both Vice President Price and Treasurer Nesbitt.

Ayes: Trustee Mauzkie Ervin, Trustee Jerlene Harris Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Tamika Price and President Roberta Patterson

Nays: None

Motion passed

Dismissed for Executive Session

Back from Executive Session in Regular Session. Time is 9:45pm

11. Audience Participation (Limit Remarks to three (3) minutes):

One from Trustee Harris about Dawn the Dancin Diva. Kim read her letter. If you want a copy of her letter, please feel free to contact me. Kim read a response from Antonia McBride. The second Audience Participation was from Rev Doyle Laundry who wanted the board to know that he's working with Dr, Taunda Ali at the New Choice Intervention Center. If anyone wants more information about this, please let me know.

Tim added that he put Dawn the Dancin Diva online and now it's easy to access. On the website.

12. Adjournment

Motion to adjourn meeting was made by Trustee Mauzkie Ervin and seconded by .

Ayes: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Treasurer JoAnn Nesbitt, Vice President Tamika Price, President Roberta Patterson

Secretary Charwana Morgan left the meeting.

Meeting ended at 10:00pm.