

HARVEY PUBLIC LIBRARY DISTRICT

January 21, 2021

SPECIAL MEETING MINUTES

REMOTE MEETING

The meeting began at 6.03pm

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

Secretary Morgan-The Board of Trustees will conduct a Special Board Meeting remotely as authorized by the Governor's Executive Order 2020-07, re-issued and extended by Executive Order 2021-01 issued on January 8, 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 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 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 may be viewed on Zoom scheduled to begin at **6:00pm, Thursday, January 21, 2021.**

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. 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 designed in the Agenda.

President Patterson-Made an amendment to the agenda adding Kathy Parker (a retired director, and works as in Interim Director to libraries that need assistance when they lose their director) after the E-Rate consulting services contract.

Attorney Jarad-You're adding her as part of Executive Search Firms?

Attorney Jarad-As part of the Executive Search Firm that the library may give consideration to assistance to locating a library director?

President Patterson-Yes.

Attorney Jarad-Ok. She's only going to be giving a presentation?

President Patterson-Well she'd going to be available for the Trustees to ask questions. She will be providing a service for us.

Attorney Jarad-My only concern is this is a Special Meeting and you're limited to the agenda you have and the agenda item number four does two things listing John Kiester and Associates and Executive Search Firms so to the extent you're adding her to a presentation to the Executive Search Firms consideration, that would be within the Open Meeting Act.

President Patterson-Ok Trustees. Since we are not sure if we can add her to this Special Meeting, we will add her to our next agenda.

Roll Call

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

Absent: Trustee Jerlene Harris Trustee William Whitaker

President Patterson-Introduces Representative Steve from E-Rate.

Vice President Price-What other libraries have you worked with?

Steve-He named several of the libraries that he's worked with.

Vice President Price- The terms that we were provided was three years. Is it flexible?

Steve-It's a three year term if you at number two on the agreement. But if you look at number four in the termination clause, that termination clause allows you out of the contract any year you want if you let me know before July 1st which starts the new funding cycle. This agreement allows you to get out of it without an early termination fee. I discussed this with Dee.

Attorney Jarad-He is correct. In paragraph four of the contract.

Steve-E-Rate Cycle is July 1st to June 30th. The closing date for any funding is not until October 25th of that next year. If you notify me next July you were going to use me, based on the contract, I agree to not just get you funding, but get you money, I will still work for you through October 25, 2022 to make sure you got your funding. The E-Rate funding is actually runs fifteen months to do all the work to get funded. But if you want out, I left you a way to get out. No obligation. I gave Ms. McBride a piece of paper to give to you that shows your E-Rate history to give to you. And I offered to capture that \$17280.00 or whatever you spent that's eligible at no extra charge so there's a good possibility that I would capture \$17,000.00 and you will get that at no expense.

Attorney Jarad -That was added into the contract on the second page in paragraph six.

Steve-In 2016, E-Rate changed their policy and you where you could not go back and get remaining balance funds except during that time unless you had an extension.

Vice President Price-What is your rate?

Steve-\$1500.00 per year. We have to file applications every year.

Vice President Price-Is this a flat rate?

Steve-I work at an 8% across the country. I think \$1500.00 is a fair price to get \$18000.00. You didn't file an application for 2020 so you lost \$17000.00. FCC can change their policy and procedure, but they will never change a rule or regulation.

Attorney Jarad -Steve, what is the deadline for 2020 filing?

Steve-March 25, 2020

Attorney Jarad-On the spreadsheet that you gave regarding the district's history on E-Rate, for 2021, you also have zero but you're indicating on your contract that your services will include E-Rate funding for year 2021. The district still has time to qualify for that? Right?

Steve-The district still has time to qualify for 2021. It has time to file a necessary FCC form 470 and wait 28 days and select a vendor and still file and application before March 25, 2021. That's the deadline for filing for funding.

Attorney Jarad-But 2020 based on the deadline dates that are enforced by E-Rate, 2020 is not possible for the district.

Steve-It is impossible. That's incorrect.

Secretary Morgan-All of the applications that you filed for E-Rate, what is your percentage rate?

Steve-100. I files 2000 applications. And one was not funded because they did not prove the matching funds.

Secretary Morgan & President Patterson-Have you ever gotten back money from a building or a school or library that was less than the fee that you charge?

Steve-No.

President Patterson-What did mean when you said they didn't have matching fees accounts. In order for us to get \$17000.00, Do we have to have at least 17000.00 in our account?

Steve-No. Your initial request was for \$19, 200.00 and you get a ninety percent discount. I'm looking at funding your 19, the last time you got funded. Your initial request was for \$1600.00 a month for Illinois Bell that comes out to \$19,200.00 at one hundred percent. And because you are in a high poverty area, and the school district where you sit in, you get an E-Rate discount based on your school district rate discount, you get a ninety percent discount. So the \$1708.00 is what you say the E-Rate program is going to give you, the difference between and the \$19, 200.00 is what you have to pay. That's the non discounted portion which is

President Patterson-\$2000.00.

Steve-Yes. Of the \$19, 200.00, you'll get \$1708.00. If you look at your AT&T bills, that I asked you for for July 1-June 30, 2020, you paid for Internet Service \$1600.00 a month and that \$1600.00 a month is \$19, 200.00 you paid them. I will get you \$17,280.00 back or whatever the ninety percent or whatever the actual amount that you paid if it's 1480.00, I have to audit each months bill for actual payment.

President Patterson-Under Cost and Legal Expenses, number thirteen, could you explain that to me please.

Steve-I can't because my lawyer put it in there. I never had that issue. I never had anybody sue me or me sue them. I file what you give me to file, I don't make anything up.

Attorney Jarad- Paragraph thirteen, Cost and Legal Expenses could be like court filing fee, attorney's fees, etc. And what that paragraph is saying is in any event if legal action is brought to enforce or interpret the agreement, then the party who wins will be entitled to recover all reasonable legal fees and costs associated with them having to bring that action to enforce or interpret the agreement. That could be the district or E-Rate.

Secretary Morgan-Year 2016, we requested \$128, 366.60 are you able to go back and do anything with that application for that year?

Steve-Up until 2015, I could have said, yes. In 2016, the E-Rate Modernization Order stopped letting you. The use to let you go back five years to get money that was not disbursed. With the E-Rate Modernization Order in 2016, which is out there on the web, Usack put a stop to going back and claiming remaining balance funds. In 2016, you had none committed. Applicant did not complete the application. There wasn't sufficient documentation needed to determine the eligibility of the items.

Vice President Price-Let's say that the bill for 2020 was paid and 2021, will we still be eligible for the E-Rate funds?

Steve-You are not eligible for the E-Rate funds for 2020 through June 30 2021 because you did not file an application. You will be eligible if we get everything file before March 25, 2021 fifty or sixty days from now. You will be eligible support starting July 1, 2021. Our goal is to get you 2019 funds and to get you funded for the appropriate amount for 2020 and 2021 so you don't miss any more money.

Secretary Morgan-What do you need from the library?

Steve-To get funding for 2019 money, I need copies of invoices. I sent this to Ms. McBride and we had to have the contract finalized. I will have to review your application for funding year 2021.

Vice President Price-Let's say that the bill for 2019 was not paid are we still be eligible for the E-Rate funds?

Steve-You're only eligible to get what you pay. You can't get reimburse unless you pay it.

Trustee Ervin-Application that Michael Richardson filed in 2019, you said it was filed on March 27, was that the deadline date or was that past the deadline date? Does the date change?

Steve-It's always the last Thursday in March.

Motion Made to approve the agreement with E-Rate Services Consulting Services with LLC by
Trustee Ervin
Second by Nesbitt

Roll Call

Ayes: Trustee Ervin, Trustee Harris, Secretary Morgan, Treasurer Nesbitt, Vice President Price & President Patterson

Meeting adjourned at 6:40pm.

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

Absent: Trustee Jerlene Harris Trustee William Whitaker

John Keister and Associates Executive Search Firm

John Keister-Gave an overview of what his company offers. John and his wife have been in this search practice for thirty four years. Started library director searches back in 2003. He has a lot of trustee experience, president of two library districts in Suburban Chicago and he didn't think the way boards ran the library to look for directors were effective. He started mentoring and coaching boards on how to hire the right person for your library. We're not big on job ads. We've done 102 library director searches. They've completed sixty seven library director searches here in Illinois.

President Patterson-You charge \$18000.00 and we can pay this in installments?

John Keister-No.

President Patterson- You said it takes three and a half months?

John Keister-It might be more or it can be less.

Attorney Jarad- Your fee of \$18,000.00, given the COVID-19 Pandemic and the fact that people are meeting virtual platform, does that fee take that into account and say it was reduce?

John Keister-Yes it did effect our fee. Our travel cost and our meeting cost.

Attorney Jarad-Your fee was reduce by how much?

John Keister- No.

Attorney Jarad- Your fee, on page six talks about consulting services, does that include unlimited virtual access with John Keister and Associates some remote platform video or audio?

John Keister-Yes. I'm on call all the time.

Attorney Jarad-If the library improves, does your fees include attending meeting for the library?

John Keister-I wouldn't charge you for that.

Attorney Jarad-Will it include meetings with the board and unlimited impersonal meetings.

John Keister-I don't envision imperson meetings.

Attorney Jarad- Does Keister not as part of your services interests candidates have a custom website for a director search where candidates will be submitting their application and credentials for your firm to evaluate to present to the board?

John Keister-More focus on the position itself. A website on a page or two. It is a marketing awareness tool. It's posted on.

Attorney Jarad-There would be a website where candidates interested in applying for the position would go directly to your firm then you evaluate them and present them to the board.

John Keister-That's correct.

John Keister- I'm keying in on good leadership. I do know Kathy Parker very well. I will give her a tremendous recommendation for whatever you want to use her for. I met Kathy many many years ago when she was a candidate of mine for a library search. I respect her immensely and have followed her progress and she has mine. So what I'm looking at what goes on in your head? Who's going to speak on behalf of the library if CNN is parked outside the library? I'll help design your interview when you are talking to candidates where you are learning what you need to learn.

President Patterson-Do you do Background Checks?

John Keister-Yes. I'm not qualified to do them myself but I know a couple of firms that can do it. You want a professional to do it.

Attorney Jarad-Because you have Executive Search Firms on the agenda, in addition to John Keister and Kathy Parker on the line, if she has anything she would like to say in regards to introducing her firm, it would be good for the board to get some proposals before voting on John Keister.

President Patterson-We we're not going to vote today. Kathy Parker, Are you on the line?

Kathy Parker, Library Consultant - Yes, I'm here.

President Patterson- Would you like to share what you do?

Kathy Parker, Library Consultant- I'm a retired library director from Glenwood/Lynwood Library for sixteen years and I'm familiar with Harvey. Prior to retiring, I started doing Intern Director work. I work with staff until they find a director.

Trustee Ervin-How soon can you start if the board decided to take you on?

Kathy Parker, Library Consultant - I could start soon like next week or the week after. I'm finishing up a Chicago Heights Library and I should be finished there in a couple of weeks. My goal is a support for Kim, guide her and make sure the overall work the library needs, make sure it is getting done. Make sure your Per Capita is Grant is due and financials are in order. I would help facilitate that.

President Patterson-What is your price would be?

Kathy Parker-\$125.00 an hour. If I'm not doing all of the work, I would cut it down to \$75.00 an hour.

Vice President Price-Will you be submitting a proposal?

Kathy Parker-Yes. Give me a couple of days to get it to you.

President Patterson-Called to Motion to enter Executive Session-

Motion read by Secretary Morgan

Made by Treasurer Nesbitt

Second-Secretary Morgan

Roll Call

Ayes:

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

Absent: Trustee Jerlene Harris Trustee William Whitaker

Executive Session begins at 7:23pm

Special Meeting resumed at 8:00pm

President Patterson-Called to table number 6 making a motion for resignation of Interim Director and hiring Interim Director

Motion made by Trustee Ervin

Second-Treasurer Nesbitt

Roll Call

Ayes:

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

Absent: Trustee Jerlene Harris Trustee William Whitaker

President Patterson-Called for a motion to have a meeting Thursday, January 28th at 6:00pm

Motion made by Trustee Ervin

Second- President Patterson

Roll Call

Ayes:

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

Absent: Trustee Jerlene Harris Trustee William Whitaker

Designation of FOIA Officers and Designee

President Patterson-Called for a motion to table Designation of FOIA Officers and Designee

Motion made by Trustee Ervin

Second-President Patterson

Roll Call

Ayes:

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

Audience Participation- No Audience Participation at this time.

President Patterson-Called for a motion to adjourn the meeting.

Motion made by Trustee Ervin

Second-Secretary Morgan

Roll Call

Ayes:

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

Absent: Trustee Jerlene Harris Trustee William Whitaker

Adjourn at 8:09pm