

**HARVEY PUBLIC LIBRARY DISTRICT
REMOTE SPECIAL BOARD MEETING MINUTES
November 10, 2021**

President Price called the Remote Special Board Meeting to order at 6:33 p.m.

Roll Call:

Present: Trustee Williams, Trustee McCaskill, Trustee Garcia, Treasurer Nesbitt, Vice President Patterson, President Price, Secretary Morgan (joined at 6:51pm).

Absent: Secretary Morgan.

Director Menzies offered the Invocation.

President Price asked for a motion to approve the minutes. Trustee Williams made a motion to approve the October 14th Meeting Minutes. Treasurer Nesbitt seconded the motion.

Roll Call: 6 Ayes: 0 Nays: Motion carried.

President Price asked for a motion to approve the bills. Trustee McCaskill moved to approve the Bills List. Treasurer Nesbitt seconded the motion.

Roll Call: Ayes: Trustee Williams, Trustee Garcia, Trustee McCaskill, Treasurer Nesbitt, President Price. Nays: none. Abstain: Vice President Patterson.

President Price if there was any Correspondence. President Price asked Kim Peake to read the Treasurer's Report.

Director Menzies read his report for the record.

Vice President Patterson asked if the Director needs Board Approval to make the changes that he wants to make. President Price asked Attorney Jarad do we need to go into Executive Session to approve the changes the Director is requesting. Attorney Jarad responded no.

President Price asked Vice-President Patterson if she is prepared to make a recommendation for HVAC. Vice-President Patterson responded yes but certainly it is the Board's pleasure.

President Price suggested that the HVAC decision be moved to Committee.

President Price asked if anyone has any questions regarding the Benefits Policy.

Vice-President Patterson inquired about the Benefits Policy.

Secretary Morgan joined the meeting.

Secretary Morgan stated that the Benefits Policy is unclear.

Trustee McCaskill said that the percentages of employee portion should be added to the policy. Attorney Jarad stated that she would recommend that the Board adopted this policy.

President Price appointed Trustee McCaskill and Vice-President Patterson to the Policy Committee.

President Price asked Attorney Jarad to explain the Whistle Blower Policy.

Vice-President Patterson made a motion to approve the Whistle Blower Policy as presented by Attorney Jarad. Trustee Williams seconded it. 7 Ayes 0 Nays. Motion carried.

President Price moved to approve the 2022 Board Meeting Schedule and Closed Days. Treasurer Nesbitt seconded the motion. Roll Call: 7 Ayes, 0 Nays. Motion carried.

President Price made a motion to table the HPLD Salary increase until the next Finance Committee Meeting. Trustee McCaskill seconded the motion. Roll Call: 7 Ayes, 0 Nays. Motion carried.

President Price opened the floor for discussion about the library landscaping proposals.

Secretary Morgan mentioned that the clause in Three A's Maintenance contract that it should not have information about timely payment.

Trustee Williams called for a point of order and stated that the process for receiving landscaping proposals was incorrect because the Board never created an RFP for bidders.

Menzies stated that it was his understanding that we would not try to replace the Superintendent but rather outsource landscaping and snow removal. So he posted a request on Home Advisor to receive quotes for services.

Trustee Williams said the discussion should end because the process was flawed.

Vice-President Patterson stated that everything in the library does not have to go out to bid. Menzies stated that the engineering quotes had no RFP process either. Menzies asked for clarity with regard to what will require an RFP versus researching companies' prices via requests for quotes.

President Price asked if we have anybody in audience participation. Trustee McCaskill asked if we have anything in writing for audience participation.

Menzies read the agenda regarding Public Comment instructions which state that all Public Comments must be submitted in writing or in the Chat option.

President Price asked for clarity from Attorney Jarad with regard to verbal Public Comments. Attorney Jarad responded that it was not a part of the Governor's Proclamation.

President Price asked for Public Comments to begin.

Jerlene Harris stated that she is not a typist and she has a disability and carpal tunnel in her dominant hand. Ms. Harris inquired about the Committee Meetings postings. Trustee McCaskill said Ms. Harris your time is expired.

Keith Price gave public comment as well. In reference to the Director working on the proposals. This Board gave the Director instructions to go out for proposals for HVAC. Any company should have insurance etc. I commend Mr. McCaskill for even wanting to do the work for free. I think the District has so much more important things that it should be focused on.

President Price made a motion to adjourn the meeting at 7:47pm. Vice-President Patterson seconded the motion. Roll Call: 7 Ayes, 0 Nays. Motion carried.