

## Harvey Public Library District's Board Minutes

July 9, 2015

President Patterson called the meeting to order at 6:10 pm.

Members Present: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker,  
JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Absent:

**APPROVAL OF MINUTES**

Trustee Harris states that she did not receive all of the documents that she requested for the special meeting that was cancelled on May 19, 2015.

Director Flowers states that she provided Trustee Harris along with the other newly elected trustees requested documents.

Trustee Harris states that she will come into Director Flowers's office and give her another list of items that she's missing.

Director Flowers sets a meeting with Trustee Harris and insured her that the list of documents will be added and the minutes will be updated.

Trustee Price, asks if the minutes from May 14, 2015, had been revised because her name was misspelled?

Director Flowers states that the minutes have been updated and posted with the correct spelling of Trustee Price's name.

President Patterson made a motion to approve previous month's minutes with the addendum that Trustee Harris's statement will be added into the minutes and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker,  
JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent:

Motion Carried.

### **APPROVAL OF BILLS AND REVIEW OF ACCOUNTS**

President Patterson made a motion to approve the previous month's bills and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker,  
JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent:

Motion Carried.

### **CORRESPONDENCE/ANNOUNCEMENTS**

Director Flowers states that HPLD received a letter from Illinois Department of Commerce informing the board that the (DCEO) Grant has no more funding and once funding becomes available HPLD will reapply to be added back to the list.

Vice-President Fields states that this is the eleventh (11<sup>th</sup>) year for the Cancer Relay Walk for Life, she states that the walk took place on Saturday, June 27, 2015, but is still open for donations through the end of July 2015. All payments could be made to American Cancer Society Relay Walk for Life-Harvey.

### **REPORT OF THE TREASURER**

Financial Report is as stated in the Finance Meeting.

Vendors Account has \$52,382.72

Expense Account has \$25,371.49

Youth Services Account has \$3,414.36

General Fund Account has \$369,210.35

Gift Account has \$5,548.10

Special Reserve Account has \$22.46

### **REPORT OF LIBRARY DIRECTOR**

Director Flowers announces that she attended the ALA Conference in San Francisco and was introduced to many new faucets of the library world. She states that by attending the ALA Conference she was able to sign the HPLD up for a new program introduced to ALA this year called Driver's Ed Program. She states this program will allow patrons to go to [driving-test.org](http://driving-test.org) website, which will be linked from HPLD's website and take practice tests to prepare individuals in obtaining a driving permit.

## **REPORT OF TRUSTEES/COMMITTEES**

### **A. BUILDINGS & GROUNDS**

Trustee Harris states that she will like a strategic plan, she states that she called on yesterday and asked for this information and have not received anything. She states that the new trustees need a more comprehensive orientation of who's doing what at the library.

Director Flowers states that she would need more time to prepare this plan. She states that she gave a tour of the library to Trustee Price and will do the same for any other trustees that sets an appointment with her for a tour.

Trustee Harris states that she will like a more detailed report of buildings and grounds. She states that she wants to know what the exact plans are for the construction and expansion project.

Director Flowers states that she would show Trustee Harris the plans once she set an appointment to view the plans.

President Patterson states that the Buildings and Grounds Committee reports and meetings are public record and if Trustee Harris will like that information she could meet with Director Flowers or go on the library's website to view them.

### **B. FINANCE**

No Report.

### **C. PLANNING**

Trustee Ervin states that he would like to have a fishing pole spelling bee, poetry recital and short story workshop for the kids. He states that he would like to publish the shorty stories or poetry in a little book and have the children's parents come out and hear them recite their short story or poetry.

President Patterson states that Trustee Ervin could coordinate with the youth services manager and work something out.

Vice-President Fields states that she have eight (8) applications for the Friends of The Library and she would turn them in at the next board meeting.

Trustee Price states that she received an unaddressed letter in her board packet. Trustee Price reads the letter.

President Patterson states that she asked Director Flowers if she could put the letter in her packet. She states that the letter was addressing some concerns and great ideas that Trustee Price had and that those ideas and concerns should be directed to the correct committee.

## **UNFINISHED BUSINESS**

### **A. Dixmoor Library Contract**

Director Flowers states that the Dixmoor Board of Trustees weren't in attendance however; she did make some changes to their contract. She states that Trustee Ervin asked that Director Flowers change the contract from stating that HPLD should receive all payments to HPLD shall receive 100% of per capita funds. Director Flowers states that she did make that change to the contract.

### **B. Demolition Of Property (Jack Hayes)**

Jack Hayes states that after the last board meeting he was to meet with the demolition contractor who was proposing to do the demolition on the Turlington property and review the things that were outstanding based on their proposal that was voted on.

Jack Hayes states that he met with All City and its representative, Rev. Luster. He states that they walked the site and went through each of the three (3) contingencies that were the primary concerns when the vote was taken. That was to make sure the demolition included; complete removal of the basement including foundation and slabs, the backfill with granular material and agreed to pay the Prevailing Wage Rate.

Jack states that in addition to those things, they also talked about a few other things which included, not only the house but there's a garage structure, some cleaning of brush and not only the granular fill but to cap it with clay and some top soil to bring the site nice and leveled.

Jack Hayes states that Rev. Luster, All City and himself discussed the type of backfill and some utilities. He states that this is all enumerated in this report that was forwarded to the board.

Jack Hayes states that it's to his understanding that All City agrees to these terms based on the conversation they had. He states that based on that meeting his recommendation is to make sure that All City issues a new proposal with these terms and conditions based on their discussion, because the previous proposal was vague on some things. He states that it is important that it is documented from All City to HPLD and that HPLD agrees to these things.

President Patterson, ask Jack Hayes if all the contingencies were met with All City?

Jack Hayes agrees that All City proposal did meet the contingencies.

President Patterson, asked if all items were clarified with All City and if they will resubmit their proposal.

Jack Hayes states that this is his recommendation to the board, to have All City resubmit. So, that it is clear in writing that these terms and conditions are agreed to.

Rev. Luster states that he met with Jack Hayes along with his client/ All City. He states that they all walked the site and initially the garage wasn't included but when they all talked about it was agreed upon.

Rev. Luster states that they're in full agreement of meeting the desired expectations of the construction manager-Jack Hayes.

Rev. Luster states that there's just one more item that needs to be clarified and that's the asbestos permit and removal, it's to be completed by the library.

Jack Hayes states that HPLD already have an asbestos inspection and quote so that will be completed by the library. He states the cost of the demolition permit will be done by the library and the cost of the contract permits that is required to operate will be done by All City.

President Patterson, ask Rev. Luster if he had a contract to submit to the board?

Rev. Luster states that he have not submitted a contract because he hasn't been able to contact anyone. He states that he spoke with Jack Hayes and Jack hadn't emailed a copy to him yet.

Rev. Luster states the reasons for him being at the board meeting tonight on behalf of his client is to get a copy of the contract if that's agreeable. He states he wants to know what the contract states verbatim because last board meeting there was a discrepancy about the Davis Bacon Act and the Prevailing Wage Act and he will like clarity.

President Patterson states that the board have to get a contract first.

Jack Hayes states that he wanted it to go through the proper channels so he gave it to Director Flowers.

Director Flowers states that she did receive a copy and included it in the board packets.

Trustee Ervin states that the board voted to get three (3) additional bids to pick the most competitive bid in this process, because this is a publicly funded project.

Jack Hayes states that he wasn't aware of the vote for the additional bids.

Trustee Ervin states for the record the board voted to run the bids in the newspapers and all the bids would be returned to Director Flowers and Attorney Jarad so they could look over the bids.

Trustee Price states for the record that the Turlington property demolition had already been voted on for All City to complete the demolition in the May 14, 2015, board meeting.

Trustee Ervin states for the record that the HPLD Policy Manual, Article II states that the officers shall be a President, Vice-President, Secretary, and Treasurer, elected from among the Trustees at the first meeting of the Board of Library Trustees following the election.

Trustee Ervin states for the record that the last Board of Trustees last meeting they had no authority to vote on this contract. April 9, 2015. He states that the meeting was totally illegal.

President Patterson states that the board will have Jack Hayes publish the bids and get three (3) additional bids.

Director Flowers states that there could be more than three (3) bids because it is a competitive bid.

Trustee Ervin states for the record that this is a publicly funded project as stated by the attorney at the last board meeting. He states that it doesn't matter if it's above or below \$20,000.00, it's a publicly funded project and the Davis Bacon Act doesn't supersede in this.

President Patterson states that the board was advised by Attorney Jarad to bid the demolition project out and that's what the board is going to instruct the construction manager-Jack Hayes to do.

Trustee Price, ask in the meantime do All City still resubmit their contract with the new terms?

Jack Hayes clarifies Trustee Price's question; he states that this contract was already agreed upon with contingencies so, what do All City do at this point? Is what Trustee Price is asking.

Director Flowers states that Attorney Jarad addressed to the board that the contingencies weren't met because the Davis Bacon Act is not the same as the Prevailing Wage Act and was out of date at the time of submission.

Trustee Ervin states that there was a thirty (30) day limit on the proposal and All City's proposal was dated March 28, 2015 which had expired by the May 14, 2015 board meeting when it was presented.

Director Flowers states that the proposal was voted on based on the contingencies being met.

Rev. Luster states that the approval was based upon a May 14, 2015 meeting and the contingencies hadn't been met by that date because Jack Hayes didn't submit a copy of the proposal to him because Jack Hayes wanted it to go through the proper channels first. He states that they are just meeting after three (3) weeks.

President Patterson, ask if everyone have clarity on what it is the board have to do as far as the demolition property is concerned?

Jack Hayes states that to his understanding at the last meeting the board voted to go out for public bid for the Turlington property, Jack Hayes ask is this what the board wants him to do?

President Patterson answered Jack Hayes with yes.

Trustee Price, ask Jack Hayes if the construction project will still be on track in terms of the projected time?

Jack Hayes states that the Renovation and Expansion Project is independent from the demolition project of the property on Turlington.

Jack Hayes states that he will start putting together a plan and figure out the time frame because now we have to go through the process of bidding out the demolition of the house.

Trustee Ervin, ask Jack Hayes if there's a rush on the demolition project?

Jack Hayes answers Trustee Ervin with no.

President Patterson states that since there is no rush, if Trustee Whitaker had a comment about the demolition with Cook County.

Trustee Whitaker states that he has a lot of experience with Cook County funding and it just dawned on him that we're a local government agency and we could apply for CDBG (Community Development Block Grant) funding for the demolition. He states that it could possibly save the library a lot of money. He states that the turnaround time after applying is about thirty (30) days.

President Patterson states what is the pleasure of the board to ask Trustee Whitaker to look into going to Cook County to provide funding for the demolition of the property oppose to hiring someone to do demolition on the property.

Jack Hayes states that the board would still have to hire someone but Cook County would provide funding if approved.

President Patterson states that Trustee Whitaker will look into Cook County funding for the demolition project and present it at next board meeting.

Vice- President Fields, asked if she could present something to the board? Trustee Fields proposed to the board that the meeting place be changed back to City Hall and if the board could hire security to close City Hall after the board meetings?

Vice-President Fields made a motion to change agenda and hire security guard and meet at City Hall and was seconded by Trustee Price.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, and Barbara Fields

Nays: Jerlene Harris, William Whitaker and JoAnn Nesbitt

Abstain: Roberta Patterson

Absent:

Motion Failed.

### **C. Conference**

Trustee Harris states that she attended several meetings and visited some vendors that would be educational and informational to the library. She states that the library staff and board of trustees need to do more networking in order to survive in the new century. She states that more money should be put in computer tech instead of taking it out. She states that the board needs to get more involved and find out what the citizens need and want and develop programs around their needs.

President Patterson states that the library is doing well. She states that some programming has been put on hold until after the construction project. President Patterson states that the library is up to date on the latest technologies but there's always room for improvement.

Trustee Ervin states that while at the ALA Conference he attended the Finance Budget and Audit Committee meeting and got an idea on how they function, how they obtain their money, how it's spent, how they invest it and how they will be looking in the next 4-5 years. He states that he was given a 2016 budget plan and he have some copies if anyone is interested in looking it over for ideas.

## **NEW BUSINESS**

### **A. Tentative Budget and Appropriations Ordinance 2015-3**

Trustee Harris states that she would like to see the buildings and grounds furnishings and equipment.

President Patterson states that this is just the projected amount for 2016.

Director Flowers states that this is all estimated revenue and expenditures. She states that the numbers did change from \$26,000.00 to \$50,000.00 because the construction project fund is really tight and

appropriated the money into building/furnishings so that if the project fund runs short there will be money appropriated for that unforeseen expenses.

President Patterson made a motion to approve the Tentative Budget and Appropriations Ordinance 2015-3 and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker, JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent:

Motion Carried.

#### **B. Approval of HPLD Board Of Trustee's Meeting Schedule 2016/HPLD Holiday Schedule 2016**

President Patterson made a motion to approve the Board of Trustee's Meeting Schedule 2016/HPLD Holiday Schedule 2016 and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker, Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent: JoAnn Nesbitt

Motion Carried.

#### **AUDIENCE PARTICIPATION**

Rev. Luster states that on behalf of REAL Municipal Solutions and All City Equipment wants to state for a matter of record that the minutes would clearly state that on May 14, 2015, Harvey Public Library District official board took an action on the demolition for 15440 Turlington Ave., Harvey, IL. He states that a proposal was submitted by All City Equipment, he states that the vote was taken at an official board meeting by the official board members and the board voted to approve the contract based on contingencies. Rev. Luster states that on June 11, 2015, this same HPLD official board members not only discussed the same matter at hand but gave the direction and instruction to their construction manager-Jack Hayes of FQC. He states that the board instructed Jack Hayes to review and meet with the company and based on his recommendation and submit to the board in order to have this contract enforceable accepted. He states that subsequently on tonight he wants to make sure it's clearly noted and stated that this same board is given the same construction manager new direction and instruction. Rev. Luster, ask is this the action the board is taking?

President Patterson states that the board haven't done anything differently tonight than before at any other board meetings. She states that Rev. Luster's statement was duly noted.

Rev. Luster states that he asked a question and didn't make a statement. He states that President Patterson's statement was duly noted as well.

Ms. Jones states that she see and understand what Rev. Luster is trying to do, she suggest that the board keep the bid open to other bidders. She states that she will like the board to keep the bid process legal and for the board to continue on what they've been doing.

Mr. Nunn states that he would like to commend the board on their activities on tonight. He states that he would like to see the board keep things in order like they have been doing. He states that the board is here to care for the library and the City of Harvey have no function what so ever in the functions of the library.

Trustee Price states that she would like to commend HPLD's youth services manager Antonia McBride and her department on their success, especially the tutor Kesha Daniels-Rush. Kesha was invited to one of her student's graduation and that student's mom had nothing but great compliments to say about her.

### **EXECUTIVE SESSION**

No Executive Session

### **ADJOURMENT**

President Patterson made a motion to adjourn the meeting at 7:15pm and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker,  
JoAnn Nesbitt, Barbara Fields and Robert Patterson

Nays:

Abstain:

Absent:

Meeting Adjourned.