

Harvey Public Library District's Board Minutes

September 10, 2015

President Patterson called the meeting to order at 6:00 pm.

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

Absent: Tamika Price

President Patterson made a motion to amend the agenda and add Jack Hayes-project manager to speak to the board about the construction project and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Mauzkie Ervin, William Whitaker, JoAnn Nesbitt, Barbara Fields
and Roberta Patterson

Nays: Jerlene Harris

Abstain:

Absent: Tamika Price

Motion Carried.

Trustee Harris states that according to the Open Meetings Act this meeting is in violation of 120/2.01; Times and places which are convenient and open to the public and 120/2.02; Public notice of all meetings, whether open or closed to the public. Trustee Harris reads from the Open Meetings Act. Trustee Harris states that she will like a written report from Attorney Jarad as to if this meeting is in violation of the Open Meetings Act. She states this is for the record.

APPROVAL OF MINUTES

Previous Board Minutes were corrected and posted on library's website.

Trustee Harris states for the record that there are corrections that needs to be made on previous Board Minutes.

Attorney Jarad joins the meeting at 6:02pm.

Trustee Harris states to attorney Jarad that this meeting is in violation of the Open Meetings Act 120/2.01 and 120/2.02. She states that she wants a written reply from Attorney Jarad as to if the meeting is in violation.

Attorney Jarad responds with an ok.

Trustee Price joins the meeting at 6:08pm.

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

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

Trustee Harris states that someone else could open and close City Hall for the Board Meetings and it doesn't have to be a police officer. She states that the board was under the impression that an officer had to be hired to close City Hall after the Board meetings.

President Patterson states that she wasn't under that impression and that hiring a security guard for the meetings didn't necessarily have to be a police officer.

Trustee Harris states that the library has their own security.

Director Flowers states that the board of trustees tasked her to find out if HPLD could use their own security. She states that she found out that HPLD cannot use their own security and it has to be someone from the City of Harvey.

President Patterson, asked Trustee Harris is there anything else she would like to change in the minutes?

Trustee Harris states that, **C. Selection of Ad-Hoc Committee** from previous board meeting is in violation of the Open Meetings Act.

President Patterson, asked Trustee Harris what is she reading from?

Trustee Harris states that she's reading from the previous month's board minutes, **C. Selection of Ad-Hoc Committee**.

President Patterson, asked so, what is it that you're trying to change in the minutes?

Trustee Harris, asked if there is a meeting of all committees?

President Patterson, asked if Trustee Harris is correcting something in the minutes, if not she will proceed with the agenda and approve the previous month's minutes.

Trustee Harris, asked if there were any meetings of this Ad-Hoc Committee?

President Patterson, asked Trustee Harris you're not really asking to change the minutes are you?

Trustee Harris answers with a no.

President Patterson states that if you are not trying to change the minutes we will move on to the next item on agenda.

Trustee Harris states that if there were meetings then they are in violation and asked if the board was aware that there is supposed to be public notice when you have a committee meeting, according to the Open Meetings Act?

President Patterson states that there haven't been an Ad-Hoc Committee meeting so we're okay there.

Attorney Jarad states that the Open Meetings Act states that if the majority of a quorum of trustees were elected officials meet without public notice then there's an open meetings violation. She states that if you're having an ad-Hoc Committee Meeting and two (2) or less of the trustees attend there's no majority of a quorum and that doesn't fall under an open meeting requirement.

Trustee Harris, asked Attorney Jarad if she could have what she said in writing? She states that she read the Open Meetings Act says something a little different but maybe she doesn't understand but will like that in writing from Attorney Jarad.

Attorney Jarad states that the Open Meetings Act states the majority on a board of seven (7) is three (3) that constitutes the majority of a quorum. She states that anytime three (3) or more trustees are in a meeting whether it's an Ad-Hoc meeting, a regular board meeting or a special meeting that's when it requires a public notice, because the majority of a quorum of the trustees are going to be present. She states if it's less than the majority of a quorum; meaning two (2) or less or only one (1) trustee is going to be meeting.

Trustee Harris states that the meeting should've been posted on all entrances of this building according to the Open Meetings Act.

President Patterson explains to Trustee Harris that she's making a motion to approve the minutes and not defining Open Meetings Act or anything else like that at this time.

Trustee Harris states that she's expecting something in writing from Attorney Jarad.

Attorney Jarad states that she will get something in writing for trustee Harris.

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

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Harris, asked if the Finance Committee reviewed line items and are they recommending the board to approve these bills?

Trustee Harris, asked Trustee Price and Treasurer Nesbitt if they are making recommendations to the board to approve these bills?

Both Trustee Price and Treasurer Nesbitt answers yes.

Trustee Price clarifies her response with yes I did review each line item and no I am not making a recommendation for the record, because I am not a financial advisor but I did review the bills and approve the bills.

President Patterson states that Trustee Price approved the bills to best of her ability she's recommending it to the board, not an accountant or anything like that she's a trustee that's on the finance committee. President Patterson states that if there aren't any more questions she will proceed with the next item on the agenda.

Trustee Harris, asked Trustee Price did she review each line item and did they correspond to whatever the invoices say?

Trustee Price states that she did review the bills and accounts and didn't find anything that was alarming or any discrepancies in the bills.

President Patterson made a motion to approve the previous month's bills and accounts 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.

REPORT OF THE TREASURER

Financial Report is as stated in the Finance Meeting.

Vendors Account has \$69,473.98

Expense Account has \$30,116.21

Youth Services Account has \$3,414.36

General Fund Account has \$491,363.98

Gift Account has \$5,548.57

Special Reserve Account has \$22.46

REPORT OF LIBRARY DIRECTOR

Director Flowers states that she attended boot camp in Nashville, TN. She states that the boot camp has heightened her awareness on dealing with staff, the community and effective planning for programming.

Director Flowers states that replacement taxes was received from the City of Harvey in the amount of \$1,164.82 for the month of July.

Director Flowers states that a new design of library cards were ordered with the new building on the card. She states that September is library card sign-up month. Director Flowers states during this month the adult department will be conducting a raffle for patrons that sign-up for a library card. She states that the youth department invited White Sox's mascot to come out and celebrate library card sign-up month. Southpaw-mascot, will be at HPLD on September 22, 2015 @ 5:00pm, the mascot will raffle away White Sox tee-shirts.

Vice-President Fields states that she doesn't agree with three (3) staff members going to conferences. She states that the director and one (1) other team member is enough. Vice-President Fields, asked Director Flowers what is it that she learned at this conference?

Director Flowers states that she and the staff learned programming, how to allocate funds for programming, strategic planning, how to build a strategic plan for your entity, and learned how to deal with difficult staff, she states it's all listed in her report.

Vice-President Fields, asked Director Flowers how many staff members went with her and how much did this trip cost?

Director Flowers stated that she and two (2) staff members went to the Boot Camp Conference and it totaled to \$7,000.

Director Flowers states that when you allocate funds for conferences funds are to be used.

Vice-President Fields states that she don't remember allocating funds so that trustees could go on trips but what I'm saying to take two (2) people is a bit too much. She states she's not trying to attack the staff going but looking at the money situation, three is too many.

Director Flowers states that in the policy manual that the board created states that the library director needs to have professional development for staff.

President Patterson suggested that maybe Vice-President Fields give her suggestions to the policy committee.

Trustee Harris states under 75 ILCS 16/30-90 Termination of appropriations, Trustee Harris reads from the Library District Act. She states that funds that aren't used it could be moved to the next fiscal year.

Director Flowers states that unused funds are rolled over to the next fiscal year.

Trustee Harris states that the board needs clarification from Attorney Jarad to check that. She states that the money doesn't have to be used just because it's there.

President Patterson states that if it states it in the book, the board believes it.

Trustee Harris, asked Attorney Jarad if she could address her statement?

Attorney Jarad states that what is in your budget and appropriations is your balance. She states that you don't have to spend what you have appropriated. Attorney Jarad states that ideally you want to stay within the budget, a little less that's fine. She states that what you must do legally is stay within the budget and appropriations because the board will not have any legal authority to spend anything outside the budget.

Trustee Harris states that the question was to Attorney Jarad, she states that according to what she read in the Library District Act. She states it says if you have a balance it could be transferred.

Attorney Jarad states that to her knowledge that is what's being done.

President Patterson states that is what's being done, Director Flowers answered your question.

Attorney Jarad, asked Trustee Harris if that answered her question?

Trustee Harris, says yes, but I misunderstood Director Flowers because she said the money have to be spent.

Director Flowers states that she said when you appropriate funds those funds are to be used if they are appropriated. She states that the library is not short on money. She states that I appropriated raises and bonuses in that fund raises and bonuses shouldn't be cut short because they are appropriated.

Trustee Ervin states that he have a couple of things he will like to bring to the board. He states that he spoke with a couple of ladies at the line dancing class that's held at the Community Center. Trustee Ervin states that some of the ladies wanted to know if the classes will remain free and also when the library is finished will the line dancing program return to the library?

President Patterson states that it has been budgeted so that all programming remains free when it returns because this is something the board wanted for our patrons and the programming is ongoing.

Trustee Ervin states that he also spoke to School District 152 in regards to the fishing pole spelling bee, the debate, the competition, the short story and poetry contest and they seemed to be onboard with the ideas. He states that he will give the board updates as he receives them.

President Patterson, asked Trustee Ervin if he had spoken to HPLD's Youth Services Manager-Antonia McBride about this?

Trustee Ervin answered yes, and they're working together on this to make it a success.

Trustee Ervin, asked for a completion date for the construction project?

Director Flowers states that the projected month and year is April 2016 for the completion of the construction project.

Trustee Ervin completes his report.

President Patterson, asked if that was the report of the Planning Committee?

Trustee Ervin answered yes.

President Patterson states that she thought Trustee Ervin was just giving a comment and thanked him.

Vice-President Fields, asked the board when is a good time to start meetings with The Friends of The Library Club?

President Patterson states that they could meet anytime just let them know the new building will be officially opened, April 2016.

Vice-President Fields states that they will like to start to meet now to try and boost the excitement and enthusiasm.

Director Flowers states that the board needs to know who the members are. She asked, Vice-President Fields if she had a list of who they are?

Vice-President Fields states that she gave them letters and they have to return them to her.

Director Flowers, asked if they are an official group?

Vice-President Fields states that she had this group going when the previous director was here. She states that she have letters that are specifically for this club but they haven't given them back to her yet.

President Patterson states that the group could meet whenever they like and decide on anything and get back to Vice-President Fields with their ideas and information then Vice-President Fields present it to the board.

Director Flowers states when Vice-President Fields get the group together she would post them on HPLD's website under Friends of The Library so that they could be listed.

REPORT OF TRUSTEES/COMMITTEES

A. PLANNING

As stated.

B. FINANCE

As Stated.

C. BUILDINGS & GROUNDS

Trustee Harris states that the grounds of the abandon buildings across from the library looks excellent. She states that she asked Director Flowers if she could make the doorbell sign a little larger where the bell is, she states that she had to look for it. Trustee Harris states that the bell is there but need a sign stating that the bell is there. She states that she would like for the signs showing the new entrance placed closer to the entrance pointing showing that it's going around the corner.

Trustee Patterson, asked Trustee Harris so, you want a larger sign for the doorbell and the entrance signs with arrows moved?

Trustee Harris says yes, closer to where it says this entrance is closed to let the citizens know the new entrance is going around the corner.

President Patterson, asked Director Flowers if she could look into that.

Director Flowers answered yes but the sign is fine for the doorbell. She states that the diaper disposal was ordered and placed in the ladies washroom.

UNFINISHED BUSINESS**A. Demolition Grant Submission**

Trustee Whitaker states that he has been in contact with Cook County Planning and Development Department and everything looks like a go. He states he's working with Director Flowers to assimilate all of the paperwork that's needed to submit once received will give to President Patterson for signature and send it off.

The board thanks Trustee Whitaker.

B. Hire Security Guard for Board Meetings at City Hall

Director Flowers states that this was brought back on the agenda because a motion was never made. She states that the board talked about it but a motion was never brought to the floor.

President Patterson agreed and said it's brought back on agenda because the board didn't make a final decision on it for the meetings at City Hall.

Vice-President Fields states that this was already voted on and Director Flowers met with the people to have the meetings here at City Hall.

Director Flowers states that she set it up for this time but she just need the board to officially vote on it because a motion was never made.

President Patterson states that she needs a motion to hire a security guard (Henry DeBose) for Board Meetings at City Hall to open and close for the board.

Vice-President Fields made a motion to hire a security guard for Board Meetings at City Hall and was seconded by Trustee Price.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

President Patterson states that she feels safe already.

C. Jack Hayes

Jack Hayes thanks the board for adjusting the agenda so that he could speak. He states that he thought it would be helpful to update everybody on where things are at. He states that he prepared a little summary for the board packets.

Jack Hayes updates the board on the construction project.

NEW BUSINESS

A. Correspondence and Announcements

Trustee Harris states that she would like to suggest that we have some signs put up in Harvey to let our citizens know the meetings are going to take place here on the second (2nd) Thursday of the month because there are a lot of people that do not have cable.

President Patterson states that Trustee Harris made that comment before and the board will like to stick to the agenda. She states that was a comment or suggestion not correspondence or announcement.

President Patterson asked, Trustee Harris if she had an announcement or correspondence because we tend to go off the agenda every time and we're going to stick to the agenda.

Trustee Harris states that we do not always go away from the agenda and would like to know how she could get her suggestion added to the agenda.

B. Budget and Appropriations Ordinance 2015-4

Trustee Ervin made a motion to accept Budget and Appropriations Ordinance No. 2015-4 and was seconded by Vice-President Fields.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

C. ILA Trustee's Workshop in Peoria, IL

Director Flowers states that Trustee Harris left a message with one of my clerks that she wants to attend the ILA Conference. She states for the record she asked Trustee Harris to bring it to the board to discuss. She states that the ALA Conference in Orlando is coming up and that's part of the same fiscal year and so that we don't go off budget because Trustee Harris wants to rent a car she wants to know if the board is in agreement with attending the ILA Conference.

Vice-President Fields asked, if that's part of Trustee Harris's committee?

The board answered no.

Director Flowers states that it's just a meeting in Peoria, IL.

Trustee Harris states that it's a conference for trustees.

Director Flowers states that Trustee Harris will like for her to rent a car to go to the trip. She states that any trustee that brings something to her she will bring it to the board as a whole.

President Patterson asked, Director Flowers if she could get more information on the workshop?

Trustee Ervin states that the board is trying to keep everything within the budget.

Trustee Harris states that this is fairly local, no airfare and no hotel.

President Patterson states that it doesn't matter it's still a trip within the same fiscal year as the upcoming Orlando trip.

Trustee Harris asked, were there any appropriations left over from fiscal year 2014/2015?

Director Flowers states that she would get those numbers for Trustee Harris and have them for next board meeting.

D. New Law Regarding Board Members Email

President Patterson asked, Director Flowers if she could explain this to our trustees?

Director Flowers states that it's regarding confidentiality issues that's going on with IPLAR and state grants and everything, it has come to my attention that I had to provide the trustees with a library email. She states that she gave all the trustees a sheet with all the trustees library emails listed on it.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

No Audience Participation.

EXECUTIVE SESSION

No Executive Session.

ADJOURMENT

President Patterson made a motion to adjourn the meeting at 7:05 pm and was seconded by Trustee Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Meeting Adjourned.