

Director Flowers states that when you purchase 2nd hand DVD's problems arise. She states that HPLD has an account with Baker & Taylor and this is day-to-day and she is within her allotment for purchasing DVD's. She asked, Trustee Harris what libraries are purchasing 2nd hand DVD's?

Trustee Harris states that Blue Island, Hazel Crest, Glenwood-Lynwood, Homewood-Flossmoor, South Holland and a host of other libraries that purchase 2nd run DVD's.

Director Flowers states that she will follow up on this matter.

Trustee Whitaker asked, Trustee Harris if these \$5 DVD's are purchased as a new item?

Trustee Harris answers with, no they're 2nd run DVD's.

Trustee Harris asked, what are the abbreviations for BF and SF means by the ILA Membership Dues?

Director Flowers states that the abbreviations are for Barbara Fields and Sandra Flowers and they are the Illinois Library Association (ILA) membership dues that were paid for those individuals.

Trustee Harris asked, if the memberships offer meetings and programs for the trustees to gain knowledge in this position?

Director Flowers states that the memberships does offer meetings and programs for the trustee to attend.

Trustee Harris states that she noticed that on the check she received for her lunch reimbursement there was not a memo for what the check was for but saw that it was from the vendor's account.

Director Flowers states that on the Purchase Journal it shows in the description that the check was a board expense and the check was cut from the vendor's account.

Trustee Whitaker states that he would like to thank the director for consolidating the storage units, I see that we're down to two (2).

Director Flowers states that we have it down to two (2) and next month we're working on having it down to one (1).

Trustee Fields asked, if all the stuff was brought back to the library?

Director Flowers states that all the boxes are back into the library but as far as furniture it is still in the storage units.

Trustee Harris states that invoice #128 on the Purchase Journal what is the charge for from O'Neill & Gaspardo, LLC?

Director Flowers states that, at Trustee Harris's station she placed a copy of the 2014/2015 audit for review for next month's meeting.

Trustee Harris asked, what are the charges for Surety Bond Fees, invoice #138?

Director Flowers states that these charges are for the Financial Advisor that the board hired.

Trustee Fields asked, what were the charges from Wells Fargo Financial Leasing?

Director Flowers states that the charges are for copiers that HPLD currently lease.

Trustee Harris asked, what are the membership fees for from Sam's Club?

Director Flowers states that they're the annual membership dues for Sam's Club and HPLD is charged once a year for each its membership fee.

Trustee Harris asked, Director Flowers about Attorney Jarad's detailed bill. She asked, what is FA Attorney?

Director Flowers states that is the Financial Advisor Attorney.

Trustee Harris asked, if that was a person or law firm?

Director Flowers states that it is a law firm, but the Financial Advisor is Melanie Shaker in which the board hired.

Trustee Harris asked, Director Flowers if she could let her know when the financial advisor was hired by the board?

Director Flowers states that she would give her the information.

Trustee Harris asked, what is the AG in the attorney's detailed bill?

Director Flowers states that this is the Attorney General.

Trustee Harris asked, what is the draft resolution for travel?

Director Flowers states that this a draft of a resolution for travel, lodging etc. that will be in effect as of January 2017.

Trustee Harris asked, what is the charge for invoice #145 from WorkPlace Pro, staff purchased holiday shirts?

Director Flowers states that the company invoiced HPLD but every employee that wanted a holiday shirt, fleece or sweatshirt purchased items with their money and the cash or checks were deposited in HPLD's bank accounts. She states that record will show in the upcoming meeting. Director Flowers states that in policy it states that staff could purchase items from vendors then reimburse the account.

Trustee Harris states that on page two (2) of the General Ledger there's a charge of \$855.00 for food for the Breast Cancer Awareness Brunch and she believes it's too much. She asked, how many citizens attended the brunch?

Director Flowers states that there were seventy (70) people that attended the event and practically all of them were Harvey citizens.

Trustee Price joins the meeting at 6:07pm.

Trustee Ervin states that he attended the event and ninety-five percent (95%) of the people were Harvey residents. He states that it was a wonderful turn out. Trustee Ervin states that the spending was not excessive.

Trustee Fields states that the brunch was for awareness and she learned things that she didn't know even being involved with the Cancer Society for over twelve (12) years. She states that it was very informative and a great turn out and the staff done a wonderful job.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 6:12pm and was seconded by Trustee Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Meeting Adjourned

Harvey Public Library District's Board Meeting Minutes

November 10, 2016

Board Meeting

CALL TO ORDER

President Patterson called the meeting to order at 6:19pm.

ROLL CALL

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

Absent:

APPROVAL OF MINUTES

Trustee Price made a motion to amend the agenda to add Executive Session for the purpose of discussing compensation for specific district employee's and was seconded by Trustee Whitaker.

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 the board is in violation of the Open Meetings Act and she will be filing charges.

Attorney Jarad joins the meeting at 6:35pm.

Trustee Harris made a motion to amend the agenda to discuss accommodations for Trustee Harris's disability.

Trustee Harris did not get a second.

Motion failed.

Trustee Whitaker made a motion to approve the previous month's minutes (Finance and Board Meeting) and was seconded by Trustee Price.

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 Fields made a motion to approve the bills from the previous month and was seconded by Trustee Price.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

Trustee Harris states that she was at Homewood Library's board meeting and the director gave her some information on strategic planning to share with the board of trustees. She states that she is giving the information to Director Flowers and hopefully she will buy a book for each trustee so that the board could understand better about strategic planning and how to plan best for the library district.

REPORT OF THE TREASURER

As stated in the Financial Meeting.

Trustee Harris states that she have something to say about the staff Holiday party. She states that the board should give a max on how much is spent for this staff party.

REPORT OF LIBRARY DIRECTOR

As stated.

Director Flowers states that HPLD always solicit donations from different companies and vendors for HPLD Breakfast with Santa program. She announces that First Merchants Bank sponsored a dress down day for HPLD to raise donations for Breakfast with Santa. First merchants Bank have over one hundred sixty (160) branches that participated. An employee was able to dress down for \$5.00, branches are still totaling their funds so we should have an estimated amount of what First Merchants Bank raised in a

couple of days. She states that the Breakfast with Santa program has been a success each year and hopes that it continues to be.

REPORT OF LIBRARY TRUSTEES/COMMITTEES

A. BUILDING & GROUNDS

No report.

B. FINANCE

As stated in the Treasurer's Report.

C. PLANNING AND DEVELOPMENT

No report.

UNFINISHED BUSINESS

A. Selection of Yard Sign Proposal (Action Item)

Director Flowers states that Andrew's Printing does not design yard signs.

After a brief discussion the board decided to table this agenda item.

B. Approval of Employee Percentage Raise (Action Item)

After a brief discussion the board decided to table this agenda item.

NEW BUSINESS

A. Approval of HPLD In-Service Library Closure December 2, 2016 (Action Item)

Director Flowers states that this is when the library closes for the day and give staff training. She states that libraries get 2-3 a calendar year.

Trustee Fields asked, if the staff get paid for the day?

Director Flowers answers with, yes.

Trustee Price asked, is there a way that half the staff could get trained?

Director Flowers states that when they have these In-Service days all the libraries staff attend the trainings. She states that this one (1) will be at the Tinley Park Convention Center this year.

Trustee Whitaker made a motion for approval of HPLD In-Service library closure December 2, 2016 and was seconded by Trustee Fields.

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 Tax Levy Ordinance and Truth in Taxation 2016-5 (Action Item)

Attorney Jarad states that this is HPLD's annual Tax Levy Ordinance for taxes to be levied on behalf of the district. Attorney Jarad explains to the board what the Tax Levy is and how it works for the district. She states that the district requested the county clerk's office to collect real estate taxes from residents of Harvey that's within the library district with the intention with those taxes that are collected to be used to run and operate the library district.

Board members asked the attorney several questions about the levy and Attorney Jarad answered their questions and clarified some statements that were made.

Trustee Ervin asked, the attorney/director other than payroll what other expenditures are under the General Corporate Purposes for year 2016?

Director Flowers states that salaries and wages, programming, conferences, bills, utilities, building maintenance, insurances and all other operational expenses are added in the General Corporate purposes for the 2016 year.

Trustee Harris states that she requested from the director a meeting so that the board members could better understand the bills, the levy and all ordinances that HPLD have and how they work for the district.

Trustee Fields made a motion to approve the Tax Levy Ordinance and Truth in Taxation 2016-5 in the amount of \$1,410,086.00 and was seconded by Trustee Nesbitt.

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. Per Capita Grant (Discussion)

President Patterson asked Director Flowers what is Per Capita?

Director Flowers explains to the board what the Per Capita Grant is and had a brief discussion about chapter 6 in the Standards of Illinois Libraries Book.

D. Approval of Breakfast with Santa (Action Item)

Director Flowers asked, the board if the library could open at 12 noon on December 17, 2016 for the Breakfast with Santa program? She states that the staff will need an hour turnaround time after the program to get everything back on track in order to resume regular operating hours. Director Flowers states that the program will run from 8am-11am.

Trustee Fields asked, how are the donations going for the program?

Director Flowers states that Dawn the “Dancin Deeva”, the lady that instructs line dancing at HPLD is donating coats and bikes and First Merchants Bank is also donating.

Trustee Ervin made a motion to approve the library hours (opening at 12 noon) for the Breakfast with Santa Program and was seconded by Trustee Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Ms. Smith states that she was upset that she had to pay a dollar to use a computer and that the library should have computers patrons could use for free. She states that the board should reconsider giving out the percentage increases because of the state that the city is in.

Director Flowers states that HPLD does have fifteen (15) minute computers that patrons could use and continue to use as long as they need.

Ms. Thomas states that the board should acknowledge the audience when talking because they could barely hear them even with the new microphones. She states that Trustee Ervin turning his back to the audience is very irritating to her.

Trustee Ervin apologized for having his back turned while speaking to someone in the opposite direction from the audience.

Mr. Ramirez asked, if HPLD could've done a potluck for the Breast Cancer Awareness Program?

Director Flowers states that when you're in a public entity everyone can't fix food. She states that you have to have sanitation license and order from a reputable place. Director Flowers states that if

someone gets sick the library doesn't want liability issues on their hands. She states that catering for over seventy-seven (77) people is a great deal for \$855.00.

Mr. Ramirez asked, if the library spend eighty-seven dollars (\$87.00) each month totaling \$1,088 a year to feed the staff lunch for meetings?

Director Flowers states that HPLD have a spending limit for the trustees and staff to eat lunch. She states that she do not spend the same amount each month for staff lunch for meetings. She states that some staff members are coming in on their day off on a Friday evening to attend these meetings and the least HPLD could do is feed them.

Mr. Ryan Simbowski states that last time he was at a meeting the board was talking about getting some quotes from Andrews Printing for yard signs and asked that the board not ignore them because they have been servicing the community since 1948.

Director Flowers states that she contacted Andrews Printing for some quotes and was told that they do not make yard signs.

EXECUTIVE SESSION

Trustee Price made a motion to go into Executive Session at 7:10pm for the purposes of discussing compensation for specific district employees and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, William Whitaker and Barbara Fields

Nays: Jerlene Harris and JoAnn Nesbitt

Abstain: Roberta Patterson

Absent:

Motion Carried.

Regular Session resumes at 7:53pm.

President Patterson states that while in Executive Session the board discussed specific district employees and what they are requesting from the director is a copy of her current contract and letter detailing why she's asking for a percentage raise for district employees.

President Patterson states that the board will table this agenda item until next board meeting.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 7:57pm and was seconded by Trustee Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Meeting Adjourned.