

Harvey Public Library District's Board Meeting Minutes

December 13, 2018

Board Meeting

CALL TO ORDER

President Patterson called the meeting to order at 6:40pm.

ROLL CALL

Members Present: Mauzkie Ervin, Tamika Price, Jerlene Harris, JoAnn Nesbitt, and Roberta Patterson

Absent: William Whitaker

APPROVAL OF LAST MONTH'S MEETING MINUTES

President Patterson called for a motion to table the minutes from the November meeting. President Patterson stated that at the January meeting, the November and December minutes be able. The motion was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Mauzkie Ervin, Tamika Price, JoAnn Nesbitt, and Roberta Patterson

Nays: N/A

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Harris questioned not knowing the amounts deducted from the bank account for employee salaries. Interim director pointed her to where in the bank statement Trustee Harris can find the amount deducted by ADP. (The payroll company used by HPLD). However, Trustee Harris wants to see individual amounts drawn for each employee, and should correspond with the total withdrawal.

Trustee Price asked about the Lauterbach & Amen check that approved use of the agency for audit purposes. The interim director responded that L&A are not connected with LIMRiCC, which was confirmed after follow up with L & A. Attorney Dee Jarad was contacted via phone to provide additional information on the Lauterbach topic. Trustee Price thought there was a conflict of interest. Jarad explained payments to LIMRiCC were towards contribution for workers compensation. LIMRiCC contracts Lauterbach for the District's participation in LIMRiCC, similar to other libraries in the program. Trustee Ervin asked how many years the District used LIMRiCC. Jarad answered November 2016.

After all questions were answered, President Patterson called for a motion to approve the bills and review of accounts. Trustee Ervin made the motion to approve the bills and review of accounts, and was seconded by Vice President Nesbitt.

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ROLL CALL VOTE:

Ayes: Mauzkie Ervin, Tamika Price, JoAnn Nesbitt, and Roberta Patterson

Nays: Jerlene Harris

CORRESPONDENCE/ANNOUNCEMENTS

Trustee Harris raised concerns about the IPLAR report submitted in September. She provided written documentation to the Board, stating for the record that the District is not complying with library law.

REPORT OF TRUSTEES/COMMITTEES

A. Building & Grounds

Trustee Ervin inspected the exterior of the building, finding last year nails popped out of the siding. No such occurrences have been seen this year.

B. Finance

No report. As stated in the Finance Meeting. Trustee Harris requested restating information listed in the Finance Meeting - balances of all accounts with ending balances in November, with the exception of Illinois Funds, which is available only through October.

C. Planning & Development

No report.

REPORT OF THE TREASURER

As stated.

REPORT OF INTERIM DIRECTOR

WHAT IS HAPPENING IN THE LIBRARY

The interim director is working through end-of-year reports, including the Annual Report of Receipts and Disbursements. We are collecting data for the Per Capita Grant, with a deadline of January 15, 2019. HPLD is hosting the annual Breakfast with Santa, scheduled December 15 beginning at 8:00am. Volunteers were requested for the event. That ended the report of the interim director. Trustee Harris requested a printed copy of the report, stating she believed it was incomplete. Trustee Harris questioned receiving an incomplete copy of the Annual Report of Receipts and Disbursement, whereupon the interim director stated she continues to collect data

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for the report, which is not due until December 31. She did not want to provide the Board with erroneous information prior to submitting the report. The Trustees were provided with a copy of the partial report from a template provided by the Public Library Association. However, Trustee Harris did not agree with the format. Secretary Price raised a question about new hires, asking if they were needed to cover days off. Interim director responded that people were added to relieve current staff of being overextended, covering multiple positions with a few people. Trustee Price asked if the current employees were asked to cover more hours. She added maybe we could revise schedules, or increase incrementally. Trustee Ervin asked how are we looking with finances going forward. After further discussion on staffing needs, Trustee asked for a formal schedule for managers and interim director.

NEW BUSINESS

A. Approval of Annual Receipts and Disbursements FY 2017/2018 (*Action Item*)

It was discussed that a Special Meeting be scheduled to review and approve the Annual Report of Receipts and Disbursements. President Patterson made a motion to table the approval of the Annual Report and reschedule for Monday, December 17, at 4:30pm. Secretary Price made a motion to table the Annual Report, and was seconded by Trustee Ervin.

ROLL CALL VOTE:

Ayes: Mauzkie Ervin, Tamika Price, JoAnn Nesbitt, and Roberta Patterson

Nays: Jerlene Harris

Motion Carried.

B. Approval of Calendar for Board Meetings and Library Closures 2019 (*Action Item*)

Trustee Ervin made a motion to approve the Harvey Public Library District's Calendar for Board Meetings and Library Closures 2019 and was seconded by Secretary Price.

ROLL CALL VOTE:

Ayes: Mauzkie Ervin, Tamika Price, JoAnn Nesbitt, and Roberta Patterson

Nays: Jerlene Harris

Motion Carried.

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Trustee Harris raised a concern about the District's Martin Luther King Program, stating the program is not for children because it is scheduled after library hours. Interim director informed the meeting that the event has always been held after library hours. Trustee Harris believes it has been disguised.

C. . Approval Staff Holiday Bonus (*Action Item*)

Trustee Harris stated the previous director gave Christmas bonuses in 2017 and Christmas bonuses should not be given. Interim director requested bonuses in increments according to length of service for the staff and set amounts for the interim director and managers. Interim director: \$600; managers \$500; employees three years of service or more \$300; less than three years \$200. Trustee Harris requested names and amounts for each bonus. Trustee Price stated managers received bonuses prior. She went on to ask who will receive \$200. Those people purposed are employees who were hired since summer 2018.

Secretary Price made a motion to propose bonuses as stated by the interim director, with the exception of people under three years receive a \$25 bonus instead of \$200. Vice President Nesbitt seconded the motion.

ROLL CALL VOTE:

Ayes: Tamika Price, JoAnn Nesbitt, and Roberta Patterson

Nays: Mauzkie Ervin, Jerlene Harris

Motion Carried.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Cheryl Jones, secretary for Har-Vee Coalition. Jones was disgruntled with the District not allowing the Coalition to meet within the library. Jones stated the group is a civic group that informs residents of codes and their rights. The group is not political and does not plan to be political. They are requesting use of the library Flex Space for an upcoming meeting.

Ruby Donahue felt it was unfair that the Coalition was not allowed to use the room for a December meeting. She mentioned during a previous Board meeting, the Coalition was assured that it could meet in the library. Any community organization should be allowed to meet in the library. Donahue believes any political issues outside of the library should not present confusion with access to the library. President Patterson tried to explain to the audience that she would look into the meeting policy. Donahue went on to argue over President Patterson. However, President Patterson went on to explain that the library's attorney, the interim director looked at American

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Library Association bylaws, and the President looked at the library's policy. Trustee Ervin sided with Donahue, stating the meeting was not political.

Ms. Say said the lawyer looked over information and President Patterson agreed for the Coalition to hold the meeting. Say went on to state that the Board should be fair. Say became unruly while discussing the finances of the District.

George Patton mentioned a Thanksgiving dinner hosted at the library by Julius Patterson was not approved by the Board. He stated it was not fair to have an event dishonoring the patrons, but an honorable community group had to have a sit-in protest to use the space. There was no public forum brought to the floor to have the dinner. Patton asked if the library would be reimbursed for use of the room. He asked was the event reviewed by the Board. President Patterson stated all events do not have to be approved by the Board. They should, however, follow the rules set in the policy.

Nelly Mahone asked President Patterson to explain what is political, because every time the Coalition applies for the room they are called political. Although the coalition does not endorse candidates. President Patterson explained she did revisit the policy and found it was never written in the policy that political groups cannot use the rooms. Meetings can be political, they can be informational. Trustees were going with what the past director stated, and she explained no political activity could be allowed in the library. Community groups, any groups, can use the library. We do not want to be biased. Someone in the audience if they could hold a candidates forum. President Patterson stated it is anything that the patrons wanted as long as the group is not confrontational.

Ms. Thomas said we should be disagreeing in love because the community does not have much for children and seniors. Ms. Thomas stated she has never attended a meeting where Mr. Mahone endorsed candidates. She said we should not revisit destroying people. Ms. Thomas just wants to see Mr. Mahone with a place to meet. Trustee Ervin interjected with a comment on the use of the room. Ms. Thomas stated if there is no money for bonuses, the library struggles every day and does not agree with bonuses when you're not able to give them.

Ms. Donahue stated we could have forums at the library. President Patterson stated the League of Women Voters, the Coalition could hold meetings at the library.

Barbara Medlen thanked the Board for stating in the gap for the doing the right thing. She thanked the interim director and managers for working crazy amounts of hours, ensuring we are moving in the right direction.

Ms. Say said the young lady who was fired last year who was unqualified. The meeting deteriorated into a yelling fest where people could not be heard. Secretary Price tried to call for a motion to adjourn the meeting once President Patterson left the meeting. A quorum could not be reached. Secretary Price and Vice President Nesbitt left the room. The patron continued to talk, but was

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not heard because Trustee Harris began talking over the patron as she requested information from the interim director after the officers left the meeting.