

HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES

APRIL 11, 2019

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President Roberta Patterson called the meeting to order at 7:05 p.m.

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

Absent: William Whitaker

**APPROVAL OF MINUTES**

Trustee Jerlene Harris asked for clarification regarding March 14, 2019, where it was stated Lauterbach & Amen and Jaime Wesley did not perform the same accounting duties. Interim Director Antonia McBride, answered "correct". Harris requested a copy of the annual certification through RAILS as mentioned in interim director's March 2019 report. The interim director will provide that information at a later date.

Harris questioned the statement in the interim director's report regarding completing meeting minutes for the website. Harris asked for specific months. The interim director will provide the information at a later date.

President Patterson called for a motion to approve meeting minutes for March 14, 2019, for the regular board meeting. Secretary Price made the motion and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Ervin, Price, Morgan, Nesbitt, and Patterson

Nays: Harris

Motion Carried.

**APPROVAL OF BILLS AND REVIEW OF ACCOUNTS**

President Patterson called for a motion for the Approval of Bills and Review of Accounts as discussed during the Finance Meeting. Trustee Ervin made the motion and was seconded by Vice President Nesbitt.

Roll Call Vote:

Ayes: Ervin, Price, Morgan, Nesbitt, and Patterson

Nays: Harris

Motion Carried.

**CORRESPONDENCE AND ANNOUNCEMENTS**

President Patterson mentioned the Trustees Forum hosted by the Illinois Library Association. She stated the forum in Oak Brook – attended by Patterson, Nesbitt, Price and Harris – was an excellent event and well worth the fee spent to gain the information provided. President

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Patterson shared with others who were interested a packet of information from the forum, including 10 Things to Know about Library Government; 10 Things to Know about FOIA; and other things trustees would find informative. Trustee Harris thanked the Board for allowing them to attend the meeting.

Secretary Price announced National Library Week, the previous Tuesday was National Library Workers Day and she gave kudos to the HPLD staff. On behalf of the Board, the staff was recognized on the ALA website.

**REPORT OF TRUSTEES/COMMITTEES**

- 1. **Buildings & Grounds:** Trustee Ervin thanked the interim director for covering the lawn treatment plan for the year. That ended his report.
- 2. **Finance:** As stated.
- 3. **Planning & Development:** No report.

**REPORT OF THE TREASURER**

Trustee Ervin requested a reading of the accounts for the record. Secretary Price read:

<b>General Fund</b> Account Ending x5775:	
Beginning Balance March 1: \$113,752.73	Ending Balance March 31: \$270,171.24
<b>Expense Account</b> Ending x5767:	
Beginning Balance March 1: \$8,874.02	Ending Balance March 31: \$10,760.08
<b>Youth Services</b> Ending x863	
Beginning Balance March 1: \$110.29	Ending Balance March 31: \$110.29
<b>Illinois Fund Accounts</b> – February 1 - 28	
x011 Beginning Balance \$22.49	Ending Balance \$22.50
x535 Beginning Balance \$174.49	Ending Balance \$174.49
x106 Beginning Balance \$5,734.71	Ending Balance \$5,745.40
<b>Regions (Bond) Account</b> March 1 – 31	
x359 <b>Debt Service</b> \$612,737.61	Ending Balance \$614,763.53
x368 <b>Project Fund</b> \$1685.08	Ending Balance \$1687.73
x331 <b>Tax Escrow</b> \$218,734.49	Ending Balance \$218,734.49

**REPORT OF INTERIM DIRECTOR**

Interim Director McBride states with her due diligence and that of the Board of Trustees, HPLD and ComEd reached an agreement for repayment of the past due balance on the electricity bill. Additional information will be provided in this meeting under Old Business.

McBride worked through the month of March with the financial advisor, bond counsel and Regions Bank representative to ensure all is going well with the bond. Phoebe Sheldon, financial advisor with Acacia, tasked McBride to research distribution reports to determine the District's collection rate since 2015. The goal of the research is to forecast future collections. This action

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will assist the District with budgeting for the upcoming fiscal year, in addition to forecasting issues with the bond.

McBride started the task of reviewing the Employee Handbook to determine what needs revision/updating. General council, Dee Jarad, will assist with appropriate language according to state and federal guidelines. McBride is working to have those policies ready for the May 2019 Board meeting.

Another task is formulating the budget for fiscal year 2019 – 2020. The initial worksheet will be presented during the current meeting under New Business. McBride continues to work on Meeting Minutes to upload to the District's website.

We are in the process of collecting information for the Spring/Summer newsletter, where the first draft should be available in the following weeks.

McBride continues to research hiring interns. During an initial search, libraries that do add interns, do so during the summer months. Interns work in addition to the regular staff; not in place of regular full and part time employees. We continue to search for replacements for Circulation and office assistance. In the meantime, current part time staff and managers continue to fill in when possible. Manager Kim Peake found information through an organization whereby employees are paid from a fund. Workforce Innovation and Opportunity Act Program provides companies with which they collaborate, workers who want opportunities for true job training. McBride also learned there may be an option to work with the Department of Employment Insurance, through a program for staffing paid through a state grant. McBride will follow up with these and other avenues as alternative means to increase the staff.

During the March 2019 meeting, McBride provided the Board a quote from Mertz HVAC to either replace or repair the current heating and cooling systems. We anticipate receipt of quotes from BUDD's Mechanical and South Town Heating soon. As soon as all quotes are available, the Board may determine the best direction. There may be an opportunity for funding through a library association; completing a grant form will be necessary.

In addition to completing general office duties throughout the month, McBride continues to fill in at the Circulation Desk, providing patrons the best possible customer service. An Adult Program in the works is the Local Authors' Fair, scheduled Tuesday, April 30. This program has been a great way for emerging and established writers from the Chicagoland area to meet avid readers.

That ends the Interim Director's Report.

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## **OLD BUSINESS**

### **ComEd billing**

President Patterson asked for the interim director to explain the ComEd billing situation. McBride announced that ComEd accepted the \$15,000 payment the previous month; deducted \$12,000 required deposit; and removed late fees which totaling \$4182. ComEd scheduled a 24-month repayment plan for the past due balance, which is \$1620 per month. The average bill ranges between \$2300 - \$3400 per month depending on usage. The District is looking at \$5000 per month, but when new HVAC units are replaced, that will help decrease monthly usage. We may be able to keep the full bill below \$5000, perhaps closer to \$4100, which will include current and past due balance. So within 24 months the old balance will be paid and only paying for current usage.

President Patterson asked, is it correct that \$4100 in late fees was cancelled? McBride answered, right. Patterson asked was \$7000 in late fees charged on the last bill. McBride answered the bill originated in 2017 and was running to the current month.

Patterson said she was happy to see fees cancelled and payment plan in place and the District will not have to worry about having electricity shut off.

Secretary Price stated there are energy efficiency grants available. McBride said she has been working with ComEd to have a representative look at assessing what we can do to be more efficient. ComEd does have a program she has looked into to learn about funding, which goes along with the assessment process. ComEd provides a list of contractors, none of which has worked with the District in the past, but we are trying to determine who is best. ComEd will not pay for the entire work, but there may be something paid towards the cost.

Price stated there also is LEED grants. Trustee Ervin suggested looking into grants for solar panels for the library. Price stated something like that is available under LEED programs, but she's not sure if they are still available.

President Patterson stated if there is no further questions on the ComEd billing, we would move on to new business.

## **NEW BUSINESS**

### **Tentative budget & Appropriation Ordinance for Fiscal Year 2019-2020 (discussion item)**

Trustees were provided with a draft worksheet, which Patterson stated they could look over and request additions or subtractions for the next fiscal year.

McBride stated under Department Staff Wages, ADP lumps all employees under one category, it was going to take time to weed out administration and staff, so they are listed together. Year to date, wages are approximately \$140,376. There is still the months of May and June to cover wages. The staff is under the \$300,000 appropriated for last year. McBride requested that the

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trustee think about reinstating loss salary, which was cut 34 percent. She request reinstating possibly 20 percent. President Patterson stated the \$300,000 appropriation was for 21 employees, correct? McBride answered yes. Trustee Ervin suggested being careful because the collection rate was 50-something percent. We do not want to return to the sinkhole before. Attorney Jarad stated the appropriation is intended to represent what you would spend if you had the money. Moving forward when you get to your tax levy, you cannot levy more than what is appropriated. McBride asked that the board look at adding 20 percent from the \$140,000 amount, and add salary to include a couple more employees.

Another category the interim director asked the board to consider employee benefits, including medical/dental/vision/life. \$100,000 was appropriated. None of the appropriation was spent because the District was discharged from consortiums due to nonpayment. Full time employees are working hourly without benefits. McBride stated she contacted insurance brokers. Right now, two or three people need the insurance, which is expensive for a small number of people. According to one agent, employers are responsible for at least 25 percent of coverage.

Secretary Price asked if there is a way to get back into the consortium. McBride stated, the District was discharged for two fiscal years. Vice President Nesbitt asked if there are other consortiums, and McBride stated no so we have to go the route of private insurance brokers. Price asked Attorney Jarad if she knew of any exceptions due to hardship, or if it was possible to petition the consortium to make an exception. Jarad stated she could try to reach out, but she was not aware of any exceptions. A trustee asked what agency was the District apart of, and McBride answered Central Management Services. Price asked if that was a collection agency. McBride stated that is the system which was used for medical/dental benefits. Jarad suggested the interim director reach out to other library directors to learn what services they use for medical/dental benefits. Price stated we should at least write a letter of appeal to express our hardship. Jarad stated she would draft the letter. Jarad added ILA would be another good source for information on the subject matter.

Jarad recommended once you obtain quotes on the benefits, they can be added to the appropriations. She reminded the board that the appropriation is what you could spend if you had the money. For each item in the appropriation column, that the maximum that can be spent; it would be fiscally sound for this library to have a budget line item and an appropriation. Keep in mind whatever the tax levy is going to be, and it should be available soon. You want an appropriation ordinance that would keep your levy consistent at what it is now. If the appropriation is less than 105% of your levy, you are capped at as to what you put in the appropriation ordinance.

McBride then went over other line items, which the District can look at changing to reduce costs, such as garbage removal. Attorney Jarad also stated she would like the District to take into consideration that she reduced her bill by one-third and so her line item is not accurate.

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Patterson asked about the liability insurance, she inquired if we paid \$16,000. McBride stated yes. Patterson said, oh it was appropriated for \$25,000. She thought the District had to pay the difference. McBride reminded the board that \$16,000 was for the year. We are current on Bond Council and all building insurances. Patterson suggested writing current for the items that are up to date.

Jarad also wanted the board to have a clear understanding about the tax dollars collected since the 34 percent reduction in salary and reduction of library operating hours. As well as how much is in the account for the bonds, which all depends on what is collected in tax dollars

At the end of the discussion, President Patterson called for a motion to adjourn. Trustee Ervin made a motion to adjourn the April 11, 2019 at 7:55 and was seconded by Trustee Morgan.

Roll Call Vote:

Ayes: Ervin, Price, Harris, Morgan, Nesbitt and Patterson

Nays:

Motion Carried.