

HARVEY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES MEETING
AUGUST 8, 2019

CALL TO ORDER BY BOARD VICE PRESIDENT, TAMIKA PRICE: 7:04PM

ROLL CALL

Present: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Vice President Tamika Price

Absent: President Roberta Patterson, Trustee William Whitaker

Vice President Tamika Price made a request to table the Administration of Oath to Charwana Morgan and the board approval of travel expenses.

Attorney Dee Jarad explained that the swearing in of the new trustee does not have to be conducted in an open meeting. It can be administered by a qualified notary and may be done between now and the next meeting. Ms. Morgan can remain seated until her successor is appointed. Morgan is the successor and is able to participate in the current meeting. Trustee Jerlene Harris interjected that the citizens of Harvey voted for Mr. George Robinson, III, who submitted an authorized Oath of Office to the Board which has been ignored. It is not an open position. Trustee Mauzkie Ervin stated it was occupied by someone who should not have run for the position and we will not honor that move. Price invited Morgan to join the meeting per the attorney.

Secretary Charwana Morgan joined the meeting at the pleasure of the Board.

Price went on to table the Administration of Oath assuming it is not administered between now and the next board meeting, as well as tabling the approval of travel expenses. Treasurer JoAnn Nesbitt made the motion and was seconded by Ervin.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Nesbitt, Price

Nays: Harris

Abstain:

Motion passed.

APPROVAL OF MEETING MINUTES

Price asked for a motion to approve meeting minutes for the Special June meeting and all of July board meetings. Harris stated the agenda should have specified which meetings. Jarad stated the way it appears on the agenda is sufficient for the purposes of the Open Meetings Act. Ervin seconded the motion.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Nesbitt, Price

Nays: Harris

Abstain:

Motion passed.

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REVIEW OF ACCOUNTS AND APPROVAL OF BILLS

Secretary Charwana Morgan asked about four hours billed for calls made by Acacia. Jarad stated she believes it may be a number of calls, the invoice does not specify how many calls were made and when.

Price requested a motion to approve the bill. Ervin made the motion to approve bills as stated and was seconded by Nesbitt.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Nesbitt, Price

Nays: Harris

Abstain:

Motion passed.

CORRESPONDENCE AND ANNOUNCEMENTS

Trustee Harris asked that a general ledger be included in the board packets to include how all money is spent, along with the invoices to ensure transparency. Information should be broken down and not lumped together. Price asked if McBride wanted to provide feedback. McBride will address the issue during her report.

Ervin stated East/West University will start a scholarship program and mentoring. They are interested in coming to the library at a later date. Money is available for those interested in attending college. Harris added that Scholarship Mom does not charge information and can give a presentation to patrons in the library at no charge. Harris claimed no one has reached out to Scholarship Mom to put on a presentation. McBride stated the Youth Services Manager contacted Scholarship Mom and we may be on schedule for either September or October for a presentation.

Harris asked if anyone is trying to have Friends of the Library here at HPLD. Other libraries have Friends groups who help generate funds and that is needed in this community. She stated former Trustee Fields tried to start a group. So now what can the current board do to start a group. Morgan stated as board members we need to stop pointing fingers and work together. We can go out to non-profit agencies. Morgan invited Harris to go out to speak with agencies in the coming weeks. Harris declined; stating officers should get together. McBride stated she would be interested in brining in people to start a dialogue with the board.

REPORT OF TRUSTEES/COMMITTEES

a. BUILDINGS & GROUNDS

Ervin suggested a bid for the HVAC replacement should be issued as soon as possible. It should be on the agenda for the next board meeting.

b. FINANCE

No report

c. PLANNING & DEVELOPMENT

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No report for Planning & Development, however Morgan stated she is looking for volunteers to assist in teaching foreign language (Spanish & French) classes here in the library. P&D are interested in starting classes in September.

REPORT OF THE TREASURER

FIRST MERCHANTS

Account: X5775
Beginning Balance: \$198,135.26
Withdrawals: \$161,470.95
Deposits: \$39,306.52
Ending Balance: \$320,299.69

Account: X5767
Beginning Balance: \$15,816.93
Withdrawals: \$0
Deposits: \$1,895.85
Ending Balance: \$17,712.78

Account: X0863
Beginning Balance: \$110.29
Withdrawals: \$0
Deposits: \$0
Ending Balance: \$110.29

ILLINOIS FIRST FUNDS

General Fund: X5535
Beginning Balance: \$176.15
Withdrawals: \$0
Deposits: \$0
Ending Balance: \$176.47

Gift Account: X3106
Beginning Balance: \$5,792.45
Withdrawals: \$0
Deposits: \$0
Ending Balance: \$5,804.26

Special Reserve Fund X0011
Beginning Balance: \$22.52
Withdrawals: \$0
Deposits: \$0
Ending Balance: \$22.52

REGIONS

Debt Service: \$388,433.00

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REPORT OF THE INTERIM DIRECTOR
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July 12 I attended a LIRA (Library of Illinois Risk Agency) meeting in Rolling Meadows, Illinois. At the meeting, it was announced that the insurance would increase up to 10 percent. We will learn more prior to the next, scheduled in November. I also learned that LIRA added cyber security to the list of coverage within the policy. I explained that the District's network was corrupted with ransomware. A LIRA representative notified the libraries of the cyber security benefit. While we continue to be diligent about protecting the network's security, we now know that LIRA will be able to provide assistance in the future.

I hired a temp employee to assist with inputting data into the SAGE software. Lanier Harper is a second year student at South Suburban College and Harvey resident. At this time he is only inputting data due to lost information from the ransomware invaded the network. Lanier has diligently completed more than half of the entries – which encompasses all printed financial information from 2018/19, invoices, receipts, checks, then 2019 information. Once that information is complete, we can begin to provide general ledger and other reports that will be accurate and up to date. Lanier also is gaining experience working at the Circulation Desk.

I attended a RAILS meeting online. RAILS is promoting a new feature – My Library Is. . . . – this is space for libraries to promote itself.

On August 29, HPLD will host an Open House and School Supplies Give Away. At that time, my intention is to have video created at that event which we may share our story with the RAILS system.

Cook County President, Toni Preckwinkle, surprised the District when she visited to present a proclamation honoring libraries across Cook County. I had the opportunity to add language into the proclamation, which is available any time during library hours. Pictures of Preckwinkle participating in Story Time are available on the District's Face Book page.

Throughout the month, I've continued through the budget, looking for ways to save money for the District. For instance, I tried changing refuse companies, but learned we are under contract until 2020. However, Republic Services agreed to decrease the number of pick ups in order to cut down on fees. We changed exterminating companies, which will provide a 50-percent savings. We may have the opportunity to purchase our copiers once the contract ends. Michael Richardson and I are continuing to research the best options. Looking at options is something which Vice President Price suggested.

Another follow up, I was in contact with IMRF, we are up to date with premiums and are fully funded for current retirees.

I met with the mayor of Harvey to discuss replacement taxes. I will keep the board abreast as more information becomes available.

In July we participated in BabyFest and KidFest, hosted by Ingalls and Family Christian Health, respectively. The library provided free books and zoo passes. Once schools are back in session, we will begin regular outreach to the schools and get back on schedule with visiting senior facilities.

Other administrative duties included working with the Thornton High School students. I also worked with the managers to cover other duties as needed. That ends the Interim Director's report.

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OLD BUSINESS

Working Budget FY 2019 – 2020

Harris asked for an audio recording of the Special Meeting which she missed in June.

Price asked about the Public Hearing, which will take place on September 12 for the Appropriation Ordinance.

Additional changes made to the working budget included putting all staff under one category; removing replacement taxes because more is owed than what was originally stated; adding funds for HVAC replacement (under Maintenance Repair and Alteration Expenses). Harris asked about the curb in front of the building. Is that part of the District's responsibility? McBride stated that is the City's responsibility, but Daryl Crudup is looking at how we can get it repaired. Harris asked if that is considered maintenance and repair. Someone stated that is the City's responsibility.

Discussion continued about the Public Notice, what is available for public inspection, and information that can be changed, even during the September meeting, and a brief explanation between the differences of a working budget and budget & appropriation ordinance.

AUDIENCE PARTICIPATION

Barbara Medley stated the interim director's report was outstanding in showing an increase in programs, finding ways to decrease expenditures, completing meeting minutes, juggling staff and the myriad other duties. But something the interim director may not realize is the friendly customer service patrons appreciate.

Price thanked the patron for pointing out the good work and she recognized the entire staff for the good work everyone performs.

Price requested a motion to adjourn the regular board meeting. Morgan made the motion and was seconded by Nesbitt.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Nesbitt, Price

Nays:

Abstain

Motion carried.

Meeting adjourned at 7:40pm.