

Harvey Public Library District

RESCHEDULED REGULAR MEETING

December 16, 2019

Call to Order: President Patterson called to order the Rescheduled Regular Library Board of Trustees Meeting of the Harvey Public Library District at 5:21p.m. Continuing meeting originally scheduled Thursday, December 12, 2019.

Roll Call:

Present: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Vice President Tamika Price, Treasurer JoAnn Nesbitt and President Roberta Patterson

Absent: Secretary Charwana Morgan and Trustee William Whitaker

President Roberta Patterson explained that the meeting was a continuation from December 12, 2019, which ended after the reading of committee reports due to a lack of quorum. The meeting continued with the reading of the Interim Director's Report.

REPORT OF THE INTERIM DIRECTOR

During the month of November, I continued to meet with various organizations. Meetings have been productive in three ways (1) connecting with people who may not be familiar with the Harvey Library or those getting reacquainted; (2) gaining information about services patrons may not have been aware; and (3) learning about streams of revenue and/or programs the District may implement before the end of the fiscal year.

One such meeting was with Grace: Sister 2 Sister, a non-profit organization that works with young girls, 8 years – 13 years old. Young girls are taught the importance of education, etiquette, and self-esteem, through activities such as field trips, STEM programs, and volunteer activities. Beginning in February, the Harvey Library will be one of two locations which host Grace: Sister 2 Sister. We look forward to spreading the word around the City of Harvey, to introduce the program to our school-aged girls.

I attended a LIRA meeting where information on upcoming rates and options were discussed. You will see in your board packet coverage for 2020. I mentioned in an earlier board meeting that we should anticipate an increase. You will note the annual amount is \$20,716. In 2018, the annual program costs was just under \$16,000.

Robin Hood Foundation of New York has tapped the HPLD as a site to host bi-monthly meetings for its community engagement collaboration. HPLD will also participate in brainstorming workshops.

Pat Nevins and Desiree Moore participated in a workshop led by RAILS. In the workshop they learned about upcoming changes to BlueCloud, the internal system used by Circulation. As time permits, they will assist other staff members in training.

New Classes

Line Dancing is back! Line Dancing is held the second and fourth Tuesdays of the month. In December, due to closures, one class will be available on Saturday. We look forward to the event continuing to grow. Breakfast with Santa was held December 14 and was a huge success.

This ends the interim director's report.

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OLD BUSINESS

REINSTATEMENT OF ADMINISTRATIVE STAFF SALARIES

Patterson asked if there was discussion. Trustee Jerlene Harris disagreed with reinstating salaries, stating with heat emergency, you're asking to reinstate \$7,263.75 to McBride, \$5,511.05 to Peake a manager, and \$5,475.92 Crudup a manager, totaling \$18,250.72 which could have been applied to new heating units.

Trustee Mauzkie Ervin stated the director and staff should get some type of increase, but not 20-percent. The structure of the staff, internal programs and limitations, we should look at five-percent, then look at the situation again in the Spring after tax collection. We want to look at the overall condition and services. Patterson clarified, Trustee Ervin wants five-percent and revisit later and Harris no increase at all. Harris stated, not at this time.

Patterson asked if it is an increase of 20-percent for McBride and 15-percent for the managers, after being cut 34-percent, so it is not a total reinstatement. McBride replied correct. Vice President Tamika Price wanted to confirm the 34-percent decrease and asked how many fewer employees are on staff. McBride stated at least 10 fewer employees now compared to May 2018. Treasurer JoAnn Nesbitt commented that administration is due the increase because they stepped in at a crucial time when the library could have closed. We cannot predict the future but things seem to be going well. She was quite sure that Ms. McBride would not advise the increase if she did not think it was not possible. The administration stepped into every department without complaint and it's not half the money they were cut.

Harris stated Ms. McBride received a 10-percent salary increase last year, along with \$600 bonus. Prior to that, January 2018 she received an \$870 bonus. McBride stated those are not true. Patterson stated she did not believe that statement was accurate. Harris said Sandra Flowers gave bonus without board approval. Harris said it was in January 2018 audio, not in printed minutes, that McBride received \$870 bonus.

Patterson asked for a vote or make amendments to reinstating administrative staff salaries. Ervin requested an amendment to five-percent. General Council Dee Jarad interjected that the recommendation of the library director is what should be under approval. You do have an audit underway which could give you additional accounting of finances. Ervin asked if it was wise to wait for the audit. Jarad stated it is the sound fiscal discretion of the board, but the audit is due to be filed in January. Any amounts determined by the board can be made retroactive to adequately compensate your employees for their very hard work since their salaries were decreased. Ervin said he is also thinking about the monies owed to the county, \$240,000, which we have not made a payment at all.

Patterson called for a motion to reinstate the administrative staff salaries as recommended by the interim director, Antonia McBride. After a short silence, Patterson made the motion and was seconded by Nesbitt.

ROLL CALL VOTE

Ayes: Nesbitt and Patterson

Nays: Ervin, Harris, Price (agree with reinstatement, but will wait for audit to provide bigger picture and make salaries retroactive)

Abstain

Motion failed

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NEW BUSINESS

APPROVAL OF ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS

Harris stated the annual report was not in her packet; receiving it December 16, 2019. Patterson said more information was needed by McBride and received once she conferred with the accountant. This is information that is provided every year. Harris said the figures are different and she provided a hand-written FOIA during the meeting.

Patterson asked for the due date of the document. McBride stated filing is required December 31. Price asked if the document is accurate and complete to the best of your knowledge. McBride stated accurate and complete to the best of my knowledge. Price asked McBride if she would be more confident if she had more time. McBride said another meeting would be required, but she was confident with the current figures.

Patterson called for a motion to approve the Annual Report of Receipts and Disbursement for FY 2018-2019. Price made the motion and was seconded by Nesbitt. Ervin stated the only thing he was not comfortable with was the breakdown of the categories for the salaries. Under \$25,000 and \$25,000 - \$49,000, no details were provided. Ervin asked if the details were available. McBride stated she has details but she used the template provided on Illinois Cyberdrive website and the template did not require additional detail on each employee's salaries.

ROLL CALL VOTE

Ayes: Ervin, Nesbitt, Price and Patterson

Nays: Harris (due to not receiving it until Dec 16; she wanted to see individual detail)

Abstain:

Motion carried.

APPROVAL OF CALENDAR FOR LIBRARY MEETINGS AND LIBRARY CLOSURES FOR 2020

Patterson asked for comments or questions. Harris read from a document dated 2015, which stated if a holiday falls on Sunday, then the library is closed Monday, but employees are still paid if it is during the week. Patterson asked what is the question. Harris questioned whether the 2020 calendar followed that rule. McBride asked what dates exactly was in question. Harris answered December 24 and 25. McBride stated those dates are on Tuesday and Wednesday, next year the dates are Wednesday and Thursday. Patterson said do you want them work. Harris stated they should work Christmas Eve. Patterson asked about foot traffic for Christmas Eve and New Year's Eve. McBride stated those days are very little foot traffic. Harris asked where is documentation

Ervin also questioned closing Christmas Eve, instead reducing hours to 10a- 3p (five hours). McBride stated she will have to look at past calendars to determine what was done on the Eves in the past. Patterson stated the employees work very hard all the time, doing one or two jobs and should have the days off.

After no further discussion, Patterson called for a motion to approve for the purposes of closure. After brief silence, Patterson made the motion and was seconded by Price.

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ROLL CALL VOTE

Ayes: Ervin, Nesbitt, Price and Patterson

Nays: Harris

Abstain:

Motion carried.

Jarad reminded the board that at the end of the fiscal year, or in the case of this board the calendar year, the board will need to adopt a schedule of its upcoming calendar of meetings. Harris stated she is concerned about the change in times and dates of regular meetings. Patterson explained the dates and times have not changed. The only difference is when someone leaves a meeting and we do not have a quorum, we have to finish meetings to pay bills and finish business.

APPROVAL OF STAFF HOLIDAY BONUS

Patterson called for a motion to approve the staff holiday bonus. Price made the motion and was seconded by Patterson. Harris interjected stating the staff received a bonus when hours were increased in September 2019 without board approval. She added now \$1100 is requested for bonuses. Ervin said the staff should receive Christmas bonuses, but not for the amounts provided. \$150 for the first person, \$100 for the next 4 people and \$50 for the last five people on the list.

ROLL CALL VOTE

Ayes: Ervin, Nesbitt, Price and Patterson

Nays: Harris (excessive spending of tax payers' money)

Abstain:

Motion carried.

Jarad informed the board that since it is on the agenda, approval of board meetings in 2020, you can read the dates into board minutes. Patterson stated the meetings are always the second Thursday of the month. January 9, February 13, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, and December 10, 2020, at 6:00pm for finance meeting and 6:30 regular meeting.

Patterson called for a motion to approve the regular board meetings in 2020. Price made the motion as read by the President and was seconded by Ervin.

ROLL CALL VOTE

Ayes: Ervin, Harris, Nesbitt, Price and Patterson

Nays:

Abstain:

Motion carried.

AUDIENCE PARTICIPATION

A Harvey resident suggested renting out public spaces to help with budgeting and to advertise. It is some of the nicest public spaces in Harvey. Patterson responded that we do rent out spaces and information is on the library's website. Price and Patterson agreed that more can be done to advertise. The resident asked about pricing of the rentals. McBride stated \$50 an hour for Harvey residents, and \$100 per hour for non-residents. The full policy is online.

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Library employee & Harvey resident, Diane Boswell thanked the board for holiday bonus. However, she does not agree on bonuses and raises at this time, because the heat was just repaired. She hopes the audit will be good so that salaries can be reinstated, in addition to the employees receiving a raise.

Third Harvey resident, Mrs. Ruby Donahue commended the board on the flow of the meeting, stating it was much better than in the past.

Patterson called for a motion to adjourn the meeting. Price made the motion and was seconded by Nesbitt.

ROLL CALL VOTE

Ayes: Ervin, Harris, Nesbitt, Price and Patterson

Nays:

Abstain:

Motion carried.

Meeting adjourned at 5:59pm