

HARVEY PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING

Thursday, March 14, 2019
Meeting Minutes

AGENDA

1. CALL TO ORDER: 6:48pm

2. ROLL CALL

Present: Mauzkie Ervin, Jerlene Harris, Charwana Morgan, Tamika Price, Roberta Patterson
Absent: William Whitaker, JoAnn Nesbitt

3. APPROVAL OF MEETING MINUTES

Trustee Jerlene Harris questioned the minutes dated January 10 and January 25, 2019, stating she could not vote at meetings she did not attend.

4. REVIEW OF ACCOUNTS & APPROVAL OF BILLS

5. CORRESPONDENCE/ANNOUNCEMENTS

Trustee Charwana Morgan announced FACE (Family And Community Engagement) Summit hosted by Thornton Township District 205.

6. REPORT OF TRUSTEES/COMMITTEES

a. Building & Grounds: Harris asked about use of the Flex Room, questioning baby showers, repast events, etc cannot be held at the library according to the Ordinance. McBride stated those type of events could not be held during business hours. Attorney Dee Jarad

b. Finance: As Stated

c. Planning & Development: No Report

7. REPORT OF THE TREASURER

Feb 1 – 28, 2019

General Account: X775	Expense Account: X675	Youth Service: X063
Beginning Bal: \$65,902.84	\$7,375.45	\$110.29
Withdrawals: \$29,550.84	0	0
Deposits: \$77,399.95	\$1,498.57	0
Ending Bal: \$113,752.73	\$8,873.02	\$110.29

8. REPORT OF THE INTERIM DIRECTOR

Through the due diligence of the interim director and Board of Library 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 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

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goal of the research is to forecast future collections. This action 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.

Another task is formulating the budget for fiscal year 2019-2020. The initial worksheet will be presented during the next meeting. McBride continues to work on Meeting minutes to upload to the District's website.

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 or part time employees. We continue to search for replacements for Circulation and Office assistance. Current part time and staff managers continue to fill in when possible.

A quote from Merts HVAC is available to either replace or repair the current heating and cooling systems. We anticipate receipt of quotes from BUDDs Mechanical and South Town Heating as well. As soon as all quotes are available, the Board may determine the best direction.

In addition to completing general office duties, 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.

9. OLD BUSINESS

ComEd billing

McBride announced that ComEd accepted the \$15,000 payment the previous month; deducted \$12,000 required deposit; and removed late fees totaling \$4,182. ComEd scheduled a 24-month repayment plan for the past due balance, which is \$1,620 per month. The average bill range 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.

Patterson asked if late fees canceled totaled \$4100. McBride responded, yes. 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 canceled and a payment plan in place so the District did not have to worry about disconnection.

10. AUDIENCE PARTICIPATION (Limit Remarks to 3 minutes)

11. ADJOURNMENT