

Harvey Public Library District

Regular Board Meeting

October 10, 2019

Call to Order: President Patterson called to order the Board Meeting of the Harvey Public Library District at 7:50p.m.

Roll Call:

Present: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Secretary Charwana Morgan, Vice-President Tamika Price, President Roberta Patterson

Absent: Trustee William Whitaker, Treasurer JoAnn Nesbitt

APPROVAL OF MINUTES

September

President Roberta Patterson stated we have approval of September 2019 meeting minutes that will go first, then August 2019. Trustee Jerlene Harris questioned the price for foreign language database - Mango. Interim Director Antonia Mc Bride provided information that Mango cost over \$3000 per year. Trustee Harris responded that there is over \$4000 in the Libraries Flex Room account and she wanted to know why it could not be used to pay for Mango. President Patterson reminded Harris the board was currently voting to approve September meeting minutes and the money would have to be voted on. She also informed Harris that she could suggest the use of flex account funds at a more appropriate time. Harris stated she had another question. Patterson asked if it was concerning the September 2019 meeting minutes. Harris stated yes. Harris said she observed that the library's activities were not on the calendar but they were listed on the sides. Harris wanted to know why. Patterson informed Harris that the board is currently concerned about September meeting minutes. Harris stated we are saying that we have all these programs but they are not listed on the calendar. Patterson then asked for a motion to approve the meeting minutes. Vice-President Tamika Price motioned to approve the meeting minutes for September 2019 and was seconded by Trustee Charwana Morgan.

Roll Call Vote

Ayes: Ervin, Morgan, Price, and Patterson

Nays: Harris

Abstain:

Motion carried

APPROVAL OF MINUTES

August

President Patterson moved on to approve the meeting minutes for August 2019. Patterson asked for a motion to approve the meeting minutes for August. Vice-President Price made a motion to approve the meeting minutes for August 2019. Trustee Harris requested the board hold because she did not receive her August 2019 minutes in her packet. Patterson responded saying we received them online. Harris then stated she does not have email. Harris was provided with a copy of the minutes and a few minutes to read them. Harris requested that the record reflect she just received the meeting minutes for August 2019. Harris then responded saying she is not able to vote on August 2019 meeting minutes because she just received them. Vice- President Price made a motion to approve August 2019 meeting minutes and was seconded by Trustee Morgan.

Roll Call Vote

Ayes: Ervin, Morgan, Price, and Patterson

Nays: Harris

Abstain:

Harvey Public Library District

Regular Board Meeting
October 10, 2019

REVIEW OF ACCOUNTS AND APPROVAL OF BILLS

President Patterson reminded the board of the lengthy discussion which took place at the finance meeting immediately before the board meeting. She then requested a motion to approve review of accounts and approval of bills. Vice- President Price motioned to approve review of accounts and approval of bills and was seconded by Trustee Morgan.

Roll Call Vote

Ayes: Ervin, Morgan, Price, and Patterson

Nays: Harris

Abstain:

Motion carried.

CORRESPONDENCES & ANNOUNCEMENTS:

Trustee Morgan provided information regarding the City of Harvey and District 205 Unity Day which would take place on October 26, 2019. Morgan read a flyer provided by Trustee Ervin. Ervin provided additional details and clarification of the event stating the community would connect hands in unity. President Patterson questioned if the event was for all ages. Ervin assured that it was for all ages.

REPORT OF TRUSTEES/COMMITTEES

Building and Grounds: Trustee Mauzkie Ervin informed the board that Jack Hayes, of FQC, was reviewing the current situation of the HVAC system. He also explained the need for proposals to see how much it would cost to get the work done. Trustee Ervin asked Antonia McBride to provide more details regarding the repairs and its cost. McBride expressed during renovations the units on the roof were 8 yrs. old with about 4 yrs. left of life. McBride expressed that the 4 years have now passed and the units need repair or replace. McBride stated the library is looking at replacing the units and using Carriers, the same type which exist on the roof. McBride also stated she is working with Community Block Grant to find money to replace the units.

Finance Committee: In the Finance Committee's absence Secretary Morgan read the report

FIRST MERCHANTS		
Account : X5775	FIRST MERCHANTS	
Beginning balance: \$453,979.93	Account : X5767	FIRST MERCHANTS
Withdrawals - \$57,093.41	Beginning balance: \$16,773.36	Account : x0863
Deposits \$64,034.20	Withdrawals - \$0.00	Beginning balance: \$110.29
Ending balance: \$460,920.72	Deposits \$1,754.76	Withdrawals - \$0
	Ending balance: \$18,528.12	Deposits \$0
		Ending balance: \$110.29

ILLINOIS FIRST FUNDS	ILLINOIS FIRST FUNDS	ILLINOIS FIRST FUNDS
General fund: X5535	Gift Account: x3106	Special Reserve Fund: X0011
Beginning balance: \$176.47	Beginning balance: \$5,804.26	Beginning balance: \$22.52
Withdrawals - \$0	Withdrawals - \$0	Withdrawals - \$0
Deposits \$0	Deposits \$0	Deposits \$0
Ending balance: \$176.78	Ending balance: \$5,815.07	Ending balance: \$22.52

Harvey Public Library District

Regular Board Meeting

October 10, 2019

REGIONS

PROJECT FUND	MARKET VALUE \$ 1,702.20
TAX ESCROW	MARKET VALUE \$ 553,956.77
DEBT RESERVE	MARKET VALUE \$ 620,032.22

Planning & Development

Secretary Morgan reported Planning & Development launched an Intro to Spanish class and a Fitness class. The classes are going well, and Planning will be meeting soon to implement more programs. Trustee Harris questioned how many patrons are in the Spanish class. Morgan replied that there are about 16 students taking advantage of the course. Harris responded while at the library on Tuesday she did not see 16 people. Morgan explained to Harris that the weather may have played a part in Tuesday's outcome. Harris then questioned how much the patrons are paying for the course. Morgan replied the course is free. The library pays the instructor \$210 for a 6 week course up to 20 students. Harris then replied that the use of Mango would be a better fit for our community. Morgan reminded Harris that it would be more feasible to pay \$210 rather than \$4000 for the Mango session. Patterson added that Harris stated she did not have email herself so there might be people like her whom do not have access to the Internet and would appreciate a live instructor. Patterson also added that this would also encourage patrons to come into the library. Harris then questioned how many students are in the Fitness class. Morgan encouraged Harris to come out and support the programs. Vice President Price added that the question would be more suitable for the Library Director. Price also added that Planning will be having another meeting to review the benefits of the programs. She then invited Harris to join in the meeting to help with the evaluation and implementation of additional programs. President Patterson thanked the planning and development committee.

Report of the Treasurer: As stated

REPORT OF THE INTERIM DIRECTOR

Antonia McBride updated the board on Swan. Swan is working to improve speed and future updates. She also stated Linda.com is now LinkedIn Learning and more information will be available later. Due to a discussion from the last meeting, McBride said she took Trustee Morgan's suggestion for free links to offer on the library's website for foreign language. McBride will review them to assure services are completely free. McBride reached out to Mango, however, the price is over \$3000 per year. McBride notified the board of two new employees the library now has. Miss La'Qunina Rodriguez, which is hired through South Suburban College. McBride also stated that the college is currently paying Miss Rodriguez's salary. Rodriguez is spearheading tutoring services and Teen Zone activities. The library also hired Keisha Brokaw, a graduate of Washington State University. Miss Brokaw works at Circulation and will oversee the library's social media accounts. This past month, McBride met with community organizations to partner with them for programs. She has also begun preparations for Breakfast with Santa.

Trustee Price commended the library staff and director for all their hard work.

Harvey Public Library District

Regular Board Meeting

October 10, 2019

OLD BUSINESS: TRUSTEE TRAVEL EXPENSES

Patterson announced we now move on to trustee's travel expenses. Harris wanted to know the total amount for trustee travel expenses. Trustee Morgan informed Harris that the complete cost was provided in July and August meetings. Trustee Patterson agreed with Morgan. She then informed Harris the trustee travel expenses were also on public display. Patterson requested a motion to approve the trustees travel expenses. Trustee Morgan motioned and was seconded by Vice President Price.

Roll Call Vote:

Ayes: Ervin, Morgan, Price, and Patterson

Nays: Harris.

Abstain

Motion carried.

RESOLUTION AMENDING MEETING MATERIALS

Trustee Harris expressed her concern of the statement that the packet would be received in more than one increment. Harris objected to the statement. Patterson expressed that giving the director five days would provide the interim director with more time to provide the Board with a complete packet. Price added clarification that the statement only says it may come in more than one increment but it will still arrive within five days before the scheduled board meeting. Price then asked Attorney Dee Jarad if this statement was correct. The library's Attorney Jarad stated the key language and assured that it does mean the packet is to arrive within five days before a scheduled board meeting.

Price then questioned if agenda requests had to be made in writing. Patterson responded, requests could be handwritten. Attorney Jarad added it could be an email as well. Attorney Jarad stated requests should be so that the President can make an informed decision regarding the Agenda. Harris asked if items should be placed in President's hand or if they can be left at the library to be picked up by the President. Attorney Jarad and President Patterson clarified that agenda requests can be emailed, handwritten, and left with the Interim Director for the President. Items should be received by the president within seven calendar days for items to be added to the agenda. Price questioned if under the new policy were committees required to submit agenda items to the president. Patterson clarified for committee meetings the chairman and the interim director will work together to provide an agenda. The president does not have anything to do with committee agendas unless she is the chairperson. President Patterson asked if there were any further questions. She then asked for a motion to approve the Resolution Amending Meeting Agendas & Notices for Public Meetings and Board Meeting Materials Policy. Trustee Ervin motioned and was seconded by Vice President Price.

Roll Call Vote

Ayes: Ervin, Morgan, Price, and Patterson

Nays: Harris

Abstain:

Motion carried.

Harvey Public Library District

Regular Board Meeting

October 10, 2019

PUBLIC COMMENT

Ms. Coleman, A resident of the 3rd Ward questioned the library's HVAC systems. She wanted to know if it was a problem with the HVAC system. She also wanted to know if the library put in new systems with the new building. Patterson explained that the library added an addition to the building. At the time of the addition the systems were only eight years old and they had life left in them. That is why they were not replaced. The patron asked for clarification. Patterson asked Daryl Crudup, Manager of Facilities, to provide more information. Crudup expressed that the library's HVAC systems are getting ready to go out and he would like for the board to expedite the process. He is concerned that bidding the project would take too long and the equipment would go out before time. He suggested administration be provided with proposals.

Trustee Price asked if the system just got that way. Price recalled a prior meeting when the board was informed that the units could make it through the winter. Morgan agreed with Vice President Price's statement. Antonia McBride responded stating that was only if we didn't have a harsh winter and someone informed her we are going to have a harsh winter. Patterson stated the board hoped it would last but there is no assurance. Patterson informed the building and grounds committee to get proposals and provide it to the board for repair of the systems. Crudup stated he will work with the director. Morgan said she thought it would be a bid process for the units. She also expressed her concern of repairing the units and not replacing them. Morgan believed It would not be beneficial to fix the units she suggested replacing them. Crudup stated the bid process would take too long it is a time factor. He explained the process of bidding.

Patterson then asked if it was a repair that can be made as a temporary thing under \$25,000 to fix the units. Crudup asked for permission to gather estimates and present the information to the board. Patterson responded we might have to call a special meeting. Anything under \$25,000 can be repaired or done. Morgan inquired about the price for a new system. Crudup said a new system would cost \$75,000. Morgan then responded stating wouldn't that be better than a temporary fix. What is the guarantee of the temporary fix. Patterson reminded Morgan of the lengthy process for bids for a new system. Patterson stated Crudup would look into it. Price asked McBride if she had a chance to check into financing the units. McBride replied the contractors they have been in contact with have always requested ½ down and the rest upon completion. Price clarified she was referring to the equipment. Price restated the question asking if there was an option to finance the equipment. Crudup responded saying he has not heard of it before.

Adjournment

President Patterson asked if there were any other questions. She then requested a motion to adjourn the meeting. Vice president Price made the motion and was seconded by Ervin.

Roll Call Vote:

Ayes: Ervin, Harris, Morgan, Price, Patterson

Nays:

Abstain:

The Board Meeting was adjourned at 8:43p.m.