

# Harvey Public Library District

Planning Committee Meeting as a Whole

August 22, 2019

President Patterson called the meeting to order at 5:04p.m.

## **Roll Call**

Present: Charwana Morgan, Tamika Price, and Roberta Patterson

Absent: Mauzkie Ervin, Jerlene Harris, Joann Nesbitt, and William Whitaker

## ***NEW BUSINESS DISCUSSION OF VARIOUS PLANNING EVENTS***

President Roberta Patterson turned the meeting over to Vice-President Price

Vice-President Price began with stating the duties of the Planning and Development Committee. The duties of the Planning and Development committee shall be to review and recommend to the board appropriate goals and long-range plans for the library services and operations.

Price stated she wants to create a long list of plans for the Fall and Winter to recommend to the board and the Interim Director to see whether we can complete them or not taking into consideration the amount of staff and resources we have.

Vice-President Price stated that Trustee Charwana Morgan mentioned that she would volunteer to offer instruction for Introduction to French.

Price asked Trustee Morgan if she wanted to talk a little about the course.

Morgan mentioned she had experience teaching French 1 at Thornton Township High School. She stated she would volunteer to teach Intro to French at the Harvey Public Library. The class would consist of students learning Family Associations, Greetings, Responses, Request, and all the Basics to French. Morgan suggested if the class goes as planned, we can move forward to conjugation of ER Verbs and sentence structures.

Price asked Morgan of her availability. Morgan stated she's available once bi-weekly to teach the course. The students would receive homework as well as study guides to complete during off weeks for practice while at home. Upon returning to class, a reinforcement of prior weeks learned and home assignment would take place. Price suggested Tuesdays from 6:00 – 7:00pm. President Patterson asked would the class be for all ages. Vice-President Price suggested young adults. Morgan stated maybe ages 11 and up. Morgan then stated classes could be scheduled for children from 6:00-6:30p.m. and Adults from 6:30p.m.-7:00p.m. Trustee Price stated that would be good.

President Patterson asked if the trustees thought that more people would be interested in a Spanish Class. Trustee Morgan agreed and stated she reached out to an instructor named Angie Gonzalez. Gonzalez is willing to teach the course at a rate of \$35 per session. Morgan suggested if the library doesn't have the funds maybe we can charge \$5 per class. President Patterson asked if Mrs. Gonzalez would accept whatever she receives. Patterson provided an example if we have 4 kids signed up we would bring in \$20 for the course. Trustee Morgan said she would reach out to the instructor. Vice-President Price suggested as the Planning Committee, we would provide Antonia with contact information for Mrs. Gonzalez and they can discuss the details and price.

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Price stated the sessions should state four weeks for \$20 instead of \$5 per session. It's a little easier and it may look better to patrons. Trustee Morgan added we should have the course for six-weeks and it could be called Intro to Spanish. President Patterson said that is why she asked will Gonzalez take what we have because we may or may not get 20 students. We may only get 10. Trustee Price stated she would be willing to take the course. Morgan said we must also take into consideration students taking Spanish at local schools may need the extra help and they may come to the library to take the course. President Patterson asked should we consider it extra help or would they receive a Certificate of Completion. Price liked the idea of a Certificate of Completion. Patterson added the certificate could simply say Certificate of Completion not fluency. Price added maybe we can make a five-person minimum sign up in order to proceed with the course

Vice-President Price suggested recommendations be made to the board and interim director to implement the foreign language program.

President Patterson introduced the next agenda item which was Fitness Fun. Price stated fitness fun would have to be coordinated. The Planning Department would make recommendations to Antonia. Price added since we do not have line dancing anymore, Fitness class would be a great addition to our programs. Price stated the instructor leads a very exciting upbeat class. This would be a similar setup as the Foreign Language. The Instructor host her own classes. Price suggested, the instructor may be able to bring more people into the library. Patterson added, she would also like to see the line dancing back at the library as well. Price suggested asking Antonia McBride to reach out to Dancing Divas as well as the fitness instructor to implement the programs.

Price expressed her interest of offering the programs for free. She asked Morgan and Patterson of ways the programs could be offered for free. Patterson stated maybe we can get a business owner to donate money for the sessions. Patterson questioned what the rate would be for the six-week session. Morgan calculated and stated Spanish would be \$210 for the six- week session. The French classes would be free.

Price announced the next agenda item was C.P.R. Certification. Morgan said she just took a CPR, AED, and Heimlich maneuver course which the instructor charged \$35 per person and upon completion students would be certified. She stated this would be a great class to offer. Price stated she took the course before at the library and it was offered for free. Patterson stated she liked the idea of the CPR course and she would like for it to be free for the patrons. Morgan called the CPR instructor Vernetar Randle, who offers the course. Vice-President Price introduced herself and notified Ms. Randle that the call was on speaker. Price inquired about the class and pricing. Vernetar Randle stated the rate would be \$35 per person which includes certification. Randle stated she only has enough equipment to service four students at a time. She stated the class would be four – five hours and she could give the course on a Saturday from 9a.m. – 1:00pm. Price asked if we had 10 people taking the course and we provided equipment would the rate be flexible. Mrs. Randle said with 10 people the price may possibly go up to \$40 because she would have to order more books. President Patterson thanked Mrs. Randle for the information and ended the call.

Patterson asked for public comment. Since there was not anyone from the public at the meeting, Patterson then asked if there was any item that was not covered? Vice-President Price stated really quickly, Staff recognition. Price suggested providing a gift to the employee of the month from the board members to show our appreciation. Morgan asked would secret shopper be used to decipher who would receive the gift. Price stated maybe a suggestion box or pull three names per month and run it for 12

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months. The trustees all agreed that it is always nice to be appreciated. Price stated we would talk about the Staff's Christmas Party at the next meeting.

After no further discussion, President Patterson requested a motion to adjourn.

Vice-President Price made a motion to adjourn the Planning Meeting and was seconded by Secretary Morgan.

***Roll call vote:***

Ayes: Morgan, Price, and Patterson

Nays:

Abstain:

The meeting adjourned at 6:01pm