

Harvey Public Library District

REGULAR BOARD MEETING

MEETING MINUTES – JUNE 11, 2020

Call to Order: President Patterson called to order the Regular Library Board of Trustees Meeting of the Harvey Public Library District at 6:41p.m.

Patterson read: In order to protect the community and limit the spread of the COVID-19, for the duration of the Gubernatorial Proclamation, the Harvey Public Library District Library Board of Trustees will conduct virtual meetings as authorized by Governor J.B. Pritzker's Executive Order 2020-07, issued on March 16, 2020, and extended April 1 – 30, 2020, and again May 1 - 29, 2020, and the Attorney General guidance to the public bodies during the COVID-19 pandemic. The Board members will not be physically present for the meeting, but will instead participate in the meeting remotely via an online virtual meeting platform. In lieu of in person public comments, members of the public may submit questions to amcbride@harvey.lib.il.us. The interim director's email is also available on the library's website. All questions will be read by the interim director during the Audience Participation portion of the meeting, as designated on the agenda.

Meeting Information

Meeting link:

<https://harveypubliclibrarydistrict.my.webex.com/harveypubliclibrarydistrict.my/j.php?MTID=md51c8cfad6903c9876143e51833b9aa6>

Meeting number: 126 866 2618

Password: ywF8dFDEP56 (99383333 from phones and video systems)

More ways to join

Join by video system

Dial 1268662618@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-312-535-8110 United States Toll

Access code: 126 866 2618

Roll Call by Conference Call:

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

Absent: Secretary Charwana Morgan, Trustee William Whitaker

APPROVAL OF TEMPORARY PUBLIC COMMENT RULES FOR REMOTE BOARD MEETINGS DURING GOVERNOR'S DISASTER DECLARATION

After reading of the Temporary Public Comment Rules, President Roberta Patterson called for a motion to approve. Trustee Jerlene Harris commented that Governor's Declaration dated June 7, 2020, opened libraries for temporary one hour access to the City of Chicago; including no fees for printing,. Patterson stated every city of the state of Illinois has its own interpretation. In this case, Harvey Public Library

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District has followed the governor's rules. Patterson again called for a motion. Vice President Tamika Price made the motion to approve Temporary Comment Rules and was seconded by Trustee Mauzkie Ervin.

ROLL CALL VOTE

Ayes: Ervin, Nesbitt, Price, and Patterson

Nays: Harris

Abstain:

Motion carried.

APPROVAL OF MEETING MINUTES

Patterson called for a motion to approve meeting minutes dated May 14, 2020. Harris asked about the duration for complying with the Governor's Declaration. Patterson stated we are voting on meeting minutes. Harris stated she was not at the last meeting and did not know if the minutes were correct. Ervin made a motion to approve the meeting minutes for May 2020 and was seconded by Treasurer JoAnn Nesbitt.

ROLL CALL VOTE

Ayes: Ervin, Nesbitt, and Patterson

Nays: Harris

Abstain: Price

Motion carried.

REVIEW OF ACCOUNTS & APPROVAL OF BILLS

Patterson asked if there were questions about accounts and bills. Harris asked why the Board hadn't received a report or any type of paperwork from the auditing firm Lauterbach & Amen. Interim Director Antonia McBride stated that a report was not ready. A brief discussion would be made during *Old Business* later in the meeting. Harris asked why Dancing Diva was paid for services rendered March 24 when the library was closed. McBride stated the check was dated March 24, but the last dance class was held March 10 and the instructor is paid \$50 per class.

Price asked who has check writing privileges. McBride answered only she has check writing privileges. Price inquired about a check dated May 18 to Menards, for \$24.85. McBride explained about the Menards account – where items are signed for in store – Menards sends an invoice, and invoices are presented to the Board for payment.

After no further questions, Patterson called for a motion to approve bills. Ervin made the motion to approve June 2020 bills and was seconded by Nesbitt.

ROLL CALL VOTE

Ayes: Ervin, Nesbitt, Price, and Patterson

Nays: Harris

Abstain

Motion carried.

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REPORT OF THE TREASURER

FIRST MERCHANTS

MAY 1 - 31, 2020

Account:	X5775	Account:	X5767
Beginning Balance:	\$537,878.63	Beginning Balance:	\$25,146.93
Withdrawals:	\$45,866.24	Withdrawals:	\$0.00
Deposits:	\$28,886.73	Deposits:	\$0.00
Ending Balance:	\$520,899.12	Ending Balance:	\$25,146.93

Account:	X0863
Beginning Balance:	\$3,114.29
Withdrawals:	\$0.00
Deposits:	\$0.00
Ending Balance:	\$3,114.29

ILLINOIS FUNDS

MAY 1 – 31, 2020

Account	X5535 (General Fund)	Account	X3106 (Gift Account)
Beginning Balance	\$18,722.59	Beginning Balance	\$5,878.75
Purchases/Withdrawals	0	Purchases/Withdrawals	0
Ending Balance	\$18,734.28	Ending Balance	\$5,882.42
Interest Gain	\$11.69	Interest Gain	\$3.67

Account	X1100 (Special Reserve Fund)
Beginning Balance	\$22.52
Purchases/Withdrawals	0
Ending Balance	\$22.52

REGIONS BANK

MAY 1 – MAY 31, 2020

Project Funds:	\$507.87
Tax Escrow	\$458,157.44
Debt Service Reserve	\$625,921.18

Harris asked about the library's charge cards; the number of cards and record of usage. McBride stated the library has two credit cards; one drawn from the main checking account. There also is a Sam's Club Mastercard, which is used only for Sam's Club and Walmart purchases. All bank statements and receipts are made available to the trustees in the monthly Board packets.

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REPORT OF THE INTERIM DIRECTOR

HPLD remained closed in May in compliance with guidelines put in place by the Federal and State governments due to the outbreak of COVID-19. Throughout this month, library directors from across Illinois met in virtual groups considering questions, comments and suggestions and the how and what re-opening would look like. It was determined that all library communities are different, but what we shared was the best interest of our patrons at heart, no matter the outcome.

In May, the Board of Trustees approved full compensation for regularly scheduled hours for all library staff. We remain grateful and steadfast in pursuing the best decisions for our community. We realize the library is an important aspect of the community. While the staff has tried to adapt our programming to fit the current condition we find ourselves, we understand that the community may have felt a greater loss due to the closure because of the greater need for technology use.

We look forward to re-opening, albeit with the knowledge that we can only provide limited time constraints due to social distancing protocols.

SWAN & RAILS have worked with directors in disseminating data on COVID-19 concerns, resuming delivery schedules, informing us on ALA and governmental updates, among other activities. Both organizations have been invaluable.

Through RAILS, HPLD will be *Fine Free For Now*, which is a temporary circulation rule where no fines are assessed or accrued. A block will appear on an account when items are 14 days past due. (Once we reopen). I would like to suggest to the Board of Trustees, suspending fee to use computers for one month. These actions may provide patrons assurance that we understand the hardship closures created. It also will eliminate the need for staff to handle paper money. (Conflicting research reports fear in physical currency, handled by countless people over its lifetime, could be a vector for the coronavirus).

- Library cards with expired dates will be extended through June 30, 2020.
- Due dates were extended through mid-June.

INITIATIVES

1. Fostered ideas to increase virtual programming
2. Constructed re-opening plan with managers:
 - Look for ways to provide the best possible customer service while practicing social distancing. In this effort, the Information Technology Department installed a computer program to remotely assist patrons on computers.
 - Remove soft surfaced furniture, children's toys and furniture, removed excess computers to create six-foot distancing. (This was not achievable in adults' one-hour computer area. Plexiglas shields will be incorporated.)
 - Research training documentation to provide to staff once they return.
3. Maintenance staff continued to work in the building, ensuring proper operation of electrical/water/HVAC/alarm systems; and on perimeter with lawn upkeep.

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4. Ensure part time staff remained active by participating in online training/continuing education. (Training opportunities will turn into real-life implementation as needed once the library re-opens)
5. Participated in virtual meeting among south suburban librarians (*South Holland, Dolton, River Dale, and Lansing*). These libraries, like all libraries in the SWAN consortium, are assessing re-opening dates. South Holland, not until July. The other libraries, curbside service to start in June. Operation hours will temporarily change.

Markham will open June 1 with limited number of patrons and staff in the building; plans are to temporarily change operation hours. Blue Island opened in early May with curbside service only. Gradually will move to limit patrons'/staff's access within the building by late May. Operation hours temporarily changed.

I would like to recommend to the Board of Trustees that HPLD hours of operation also temporarily change. For the past two years, Tuesday has been late closure with all evening programming conducted that night.

Hours since May 2018:

Monday, Wednesday, Thursday: 10am – 6pm

Tuesday: 12 – 8:00pm

Friday/Saturday: 12 – 4:00pm

Without planned programming for the near future, Tuesday evening foot traffic is none existent. I recommend we change Tuesday to 10:00am – 6:00pm. The other days remain the same. (This recommendation can go through the end of summer, then be re-evaluated in September). I can still schedule staff their regular hours, just in rotation to be in compliance with social distancing protocols.

(Attached please see a Recommended Reopening Plan. Also Guidelines for Employee Expectations, New Work Conditions Due to COVID-19).

This ends the interim director's report.

Harris questioned if the library employees are allowed to work their full hours, then why aren't patrons allowed full hours to access library materials. She stated the libraries in Chicago are working full capacity to accommodate selected communities. McBride stated we can accommodate the patrons from 10a – 6p. Evenings have very low foot traffic. Patterson stated she believed the interim director had completed research to determine the best hours for the Harvey Library and she agreed with the recommendations in order to keep staff and patrons safe. June 15 begins Curbside Service and July 6 reopening sounded good. Patterson added with COVID-19 still going on this sounds like the best way to go at this time.

Price asked to describe Curbside Service. McBride said at Curbside, we would assist patrons from outside the library; drop off materials, print, copy, etc. Patrons would not gain entrance to the library. Price asked if the library had a mobile service or van. Patterson stated we talked about implementing it for years. McBride stated when the library had more staff, we provided outreach services, which ended in 2018. Previously either McBride, Kim Peake or Ms. Moody provided outreach whereby materials were loaned to senior citizens. We used our personal vehicles.

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Price asked about time tracking method for staff who worked virtually. McBride stated staff kept Accountability Records, which she would share via email after the meeting ended. There was no sign in out sign out app. Price also suggested working on virtual events, such as the Back to School celebration. She suggested asking companies such as Amazon that may be interested in helping Black communities. We should strive to make it large and inform companies about the demographics. Patterson stated that is an excellent idea, especially since 2020 graduates missed out on graduation. Patterson stated any trustee and director can head that initiative.

Harris asked for a staff productivity schedule. McBride stated it is an accountability log from each employee which gives description of work and time completed on each task. Harris asked for a copy before the next meeting.

OLD BUSINESS

Update of Auditing Report.

McBride stated Trustee Harris asked about a report and cost for the audit. The base cost for auditing is \$7400 the invoice was included in the May 2020 Board packet. Last year, Lauterbach conducted a great deal of accounting work, which the District was charged a hefty amount. In an effort to avoid so much extra work on the accountants' part, I tried to clean up files before providing them to the auditor. They continue to ensure reconciliations are accurate. Lauterbach should be ready to file a draft report by the end of June. Harris stated the auditor charged \$24,000 last year for work they did not want to explain. Will that happen again? McBride stated that that is the situation she is trying to avoid.

Harris asked for an explanation of exactly what HPLD staff is doing to avoid extra accounting charges. McBride is ensuring all entries are accounted and accurately entered into the system.

Price asked about virtual story times. Kim Peake explained a few virtual programs. For story time she selects a book that pertains to special events/holidays. Secretary Charwana Morgan asked if the programs are listed on the library's website. Morgan stated she joined the meeting during the interim director's report. (Approximately 7:00pm).

Harris asked Peake how does she reach the students who do not have access to internet. Peake stated she reaches out to the schools. McBride interjected that the library is looking into starting a YouTube channel so all programs could be directly accessed. We link our programs from the website to FaceBook if possible. We already have virtual Line Dancing class. We can promote our programs through Curbside. Harris asked if programs could go on the cable station. Morgan stated a lot of people are using social media sites such as FaceBook, YouTube. Schools are giving access to internet. Price asked what service is line dancing instructor using. McBride stated YouTube and the link is shared with HPLD. Price asked if it could go to our FaceBook Live so it promotes the library, not just the instructor.

Harris stated the Dolton Library has their patrons use their own library card to access line dancing. Patterson asked if anyone could tune into the instructor's page. McBride stated the link is available from the library's FaceBook page. Morgan asked if Zoom or Google Meets could be used, if inexpensive. Patterson asked McBride could look at other ways that the library's programs could gain promotion.

Attorney Dee Jarad reminded the Board that the Budget and Appropriations Ordinance is due by the fourth Tuesday of September. It has be in compliance with the Municipal Budget Law, which means a tentative budget must be available for public inspection 30 days prior to the final budget. Once adopted,

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publication of the budget and appropriation is required. It should be on the July agenda, or else the Board would be looking at a special meeting.

After further discussion about planning dates in order to be in compliance, Patterson and Ervin suggested ensuring the tentative budget is available in July, staying within 4.9%, so as to avoid special permission through a town hall meeting for approval.

NEW BUSINESS

a. Annual Ordinance Authorizing the Issuance of Non-Resident Public Library Cards

Harris wondered if this is done every fiscal year. Patterson stated yes, this is an annual ordinance. Price asked if there are expiration dates on the cards. McBride stated they are valid for one year. Regular dates are three year expiration. Patterson requested Morgan read the full ordinance. Afterwards, Patterson called for a motion to approve the annual ordinance. Ervin made the motion and was seconded by Nesbitt.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Nesbitt, Price, and Patterson

Nays:

Abstain

Motion carried.

b. Tentative Reopening Plan

McBride provided a written plan to the Board, which included recommendations for Curbside Service starting Monday, June 15. Hours change to Monday – Thursday, 10:00am – 6:00pm, Friday & Saturday, noon – 4:00pm. Reopening to the public on July 6, under the same hours until further notice. Ervin asked if a lunch service would be available for the summer. McBride stated Grab n Go lunch will be available, one day a week until momentum picks up. It will be increased to three times a week at a later date. Harris asked if there is a time limit patrons can stay in the library. McBride stated there will be a one hour limit, use of the computer is included. Morgan wanted an explanation of set up once the library reopens. McBride stated there will be sneeze guards, similar to what you see in a store. Staff will have access to face masks, face shields and gloves. Ervin donated cases of bleach to the library, which are greatly appreciated. Price also purchased face masks to donate to the library.

Patterson called for a motion to accept the tentative plan to reopen. Ervin made the motion and was seconded by Morgan.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Nesbitt, Price, and Patterson

Nays: Harris

Abstain

Motion carried.

Harris asked about supplemental information about medical insurance. She wanted to know if all employees are now receiving medical insurance. McBride stated the information was provided because it was requested to find insurance for full time employees who lost insurance in 2018. McBride worked

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with two insurance brokers to gather information. Nothing was determined. We are still trying to get back into the CMS consortium, which is preferable. Harris asked if the Board has to vote on reinstatement at a later date. McBride replied yes.

Patterson wanted to announce the good news, which was the library will receive a Per Capita grant of \$31,000. We have until 2021 to expend the grant. Harris asked for a copy of the Per Capita grant report.

Price complemented the staff on evolving with the efforts on virtual programs. Peake thanked Tim Coleman and La'Quinna Rodriguez for their assistance on the virtual programs. Patterson gave a virtual standing ovation.

Ervin asked Mr. Daryl Crudup to trim the evergreens around the perimeter of the building. McBride stated trimming is on Crudup's To Do List.

AUDIENCE PARTICIPATION

Audience Participation (See Temporary Public Comment Rules for April 9, 2020 Board Meeting Due to COVID-19 Pandemic)

President Patterson asked if audience questions were available. After no further comments or questions, Patterson called for a motion to adjourn. Ervin made the motion and was seconded by Price.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Price, and Patterson

Nays:

Abstain

Meeting adjourned at 8:08pm

Audio and video of the meeting were available via WebEx.