

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING Meeting Minutes

Thursday, November 12, 2020
7:18pm

The Board of Trustees conducted a Regular Board Meeting remotely as authorized by the Governor's Executive Order 2020-07, as most recently extended by Executive Order 2020-59 issued on October 16, 2020, and the Attorney General's Guidance to Public Bodies during the COVID-19 Pandemic. The Board President, having determined that an in-person meeting is not practical or prudent given the Governor's new Disaster Proclamation issued on October 16, 2020, a quorum of Board members will not be physically present for the meeting, but will instead be participating remotely via an online virtual meeting platform. At least one member of the public body or the Interim Director will be physically present at the meeting location. The teleconference meeting of the Harvey Public Library District Library Board of Trustees could be viewed on Zoom scheduled to begin at **6:30pm, Thursday, November 12, 2020.**

In lieu of in-person public comments, members of the public may submit written public comments in advance of and during the meeting via email to the Interim Director at amcbride@harvey.lib.il.us. A link to the Interim Director's email address is also available directly on the District's website. All public comments will be read aloud by the Interim Director during the public comment portion of the meeting as designated on the Agenda.

AGENDA

1. **Call to Order:** 7:18pm

2. **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

3. **Approval of Meeting Minutes**

President Roberta Patterson requested to Table Annual Report of Receipts and Disbursements and Meeting Minutes. Patterson also requested a Special Meeting. Meeting was scheduled for Tuesday, November 17 at 6:30pm.

4. **Review of Accounts & Approval of Bills**

Vice President Price reiterated the request made in the Finance Committee Meeting for existing AT&T contracts and Chart of Accounts for 2017 to compare with current outstanding balances and invoices.

President Patterson called for a motion to approve bills. Price made the motion and was seconded by Trustee Mauzkie Ervin.

Roll Call Vote

Ayes: Trustee Mauzkie Ervin, Secretary Charwana Morgan, Vice President Tamika Price, President Roberta Patterson

Nays: Trustee Jerlene Harris

Abstain:

Motion carried.

5. **Correspondence & Announcements: None Available**

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6. Report of Trustees/Committees

- a) **Building & Ground:** No report
Trustee Jerlene Harris asked when would the parking lot, initially planned for the property directly across the street from the library, come to fruition. After discussion, President Patterson stated this is a topic for Building & Ground to research.
- b) **Finance:** No report
- c) **Planning & Development:** No report

7. REPORT OF THE TREASURER

FIRST MERCHANTS

OCTOBER 1 - 31, 2020

Account:	X5775	Account:	X5767
Beginning Balance:	\$604,587.03	Beginning Balance:	\$26,028.98
Withdrawals:	\$64,296.10	Withdrawals:	\$0.00
Deposits:	\$127,946.80	Deposits:	\$1,495.40
Ending Balance:	\$668,237.73	Ending Balance:	\$27,524.38

Account:	X0863
Beginning Balance:	\$8,114.29
Withdrawals:	\$0.00
Deposits:	\$0.00
Ending Balance:	\$8,114.29

ILLINOIS FUNDS

OCTOBER 1 - 31, 2020

Account X5535	(General Fund)	Account X3106	(Gift Account)
Beginning Balance	\$41,770.26	Beginning Balance	\$5,887.21
Deposits	\$0.00	Purchases/Withdrawals	0
Ending Balance	\$41,773.78	Ending Balance	\$5,887.71
Interest Gain	\$ 3.52	Interest Gain	\$ 0.50

Account X1100 (Special Reserve Fund)

Beginning Balance	\$22.52
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Purchases/Withdrawals	0
Ending Balance	\$22.52
REGIONS BANK	OCTOBER 1 - 31, 2020
Project Funds:	\$508.01
Tax Escrow	\$546,757.60
Debt Service Reserve	\$625,976.75

Harris asked for an update on the progress of the 2019 Audit Report. McBride stated the auditors were still working on the report, having been in the building earlier in the week. According to the auditor, a draft is anticipated within the next two weeks. Harris and Price requested correspondence from the auditor be made available by the Special Meeting.

8. Report of the Interim Director

PANDEMIC

As the State's COVID-19 positivity rates increase, HPLD continues to work diligently to ensure the safety of its staff and patrons. I've taken a page out of retail stores playbook by posting an employee directly near the front door to greet patrons and ensure faces are covered before entering the library. Prior to this change, an increasing number of patrons would walk in without face covering and have to be asked to cover up before service was rendered. This interaction sometimes created tension where staff did not want to engage in case the situation escalated. For the safety of everyone, additional sneeze guards were installed at every work station, including the entire Circulation Desk. With an employee near the front door, patrons recognize even before entering the second set of doors that they will need face covering. Some return to their vehicles to get a mask or immediately cover up without being reminded. According to the facilities manager, with someone sitting near the front entrance, negative interaction about face coverings decreased exponentially.

FUNDING

In September, HPLD was awarded a grant from AgeOptions. The grant is intended to assist organizations reach the senior population to close the digital divide, especially during the pandemic. As a result of the grant, the IT Dept and I researched vendors to purchase electronic devices that will be circulated among our senior patrons. In email discussions with other directors, I am learning 1) options we may use to ensure equipment is returned; 2) different virtual programs other libraries provide. As soon as funding is on hand, I will purchase hotspots and iPads for circulation.

PROGRAMS

To fulfill obligations of the AgeOptions grant, I am collaborating with Joseph Whittington, from the City's Department of Senior Services, to learn best practice in reaching seniors and about what programs they would be interested. We met twice in October and created a short list of programs including bingo, yoga, storytelling and virtual computer classes. Mr. Whittington served as a guest reader in Mrs. Kim's Story Time the first week of November. You may find his spirited recitation on the library's website under Children's programs. We will invite him back and other neighborhood guests to participate in future virtual story times.

Breakfast with Santa is now **Santa's Cyber Celebration**. Due to the State's increased positivity numbers and the governor's orders against indoor dining, HPLD has moved Breakfast with Santa

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online. **December 12 from 9 – 11am**, staff will provide many of the same activities in years' past such as Christmas story time, sing-along and raffles. Surprises are in store to accommodate the new format. Registration is November 2 – December 2, 2020.

CONTRACTS

In previous board meetings, I presented trustees with information from two companies interested in providing copier/printing services to the library. We are currently under contract with Proven IT and LEAF. The contract is in effect until February 2022. At that point, the library will have the option to purchase equipment at fair market value (10-20% of the equipment price), then contract with Proven for annual maintenance agreement (approx.. \$250). According to the contract, and with information directly from the sales representative with Proven/LEAF, the contract cannot be terminated. I requested the contract terms on usage be reviewed, as our usage decreased due to lower foot traffic during the pandemic. The sales rep will work on decreasing our monthly costs and should have that information available in the next week. Since we are essentially nearing the end of the contract, cannot cancel it, and will save money going forward, I find it unnecessary to continue discussion with the other vendors.

Medical Insurance: I contacted the insurance broker (Vista National) who handles City of Harvey medical/dental/vision insurer BCBS contract. I learned that the contract is strictly under the City of Harvey. A rider or separate contract are not options available to the District. The broker ensured me that the City is in good standing and working diligently to maintain payments within the grace period set forth by Vista National. The District will receive separate invoices each month (provided within the board packet). We will forward payment directly to the service provider address provided on the invoice. The insurance company provided invoices for October and November that did not include the cost of medical. According to the broker, there were glitches in the system when setting up the District's information. We should begin seeing invoices for medical in the next billing cycle.

Internet Service & E-rate: I've talked over the past month to a number of AT&T representatives in an effort to gain a better footing on the communication invoices. The District receives long distance, Internet, local service server maintenance invoices from AT&T. Over the years, HPLD applied for and was awarded funding from E-rate to cover 80 – 90% of the Internet bill. Past discussions with Mike Richardson, I learned that he always had difficulty with completing paperwork. In 2018 and 2019, paperwork was incomplete and caused the E-rate funding to lapse. In that same time, the library's AT&T contracts lapsed, causing the monthly rates to nearly triple. Over the past two years, the library has paid invoices. I am not well-versed with the intricacies of E-rate. However, default has been ongoing since 2017. I've worked with representatives from Tennessee, Atlanta and Chicago to negotiate payment arrangements, reinstate contracts, and correctly complete E-rate filings.

ON-GOING PROJECTS

- Attendance at Directors' meetings/webinars hosted by RAILS, SWAN & South Suburban Directors group
 - Complete/submit grant applications for PPE reimbursement
 - Ensure auditing firm continues to work on completing 2019 audit report
- Lead the staff through skill-development/continuing education in their areas (Youth Services; IT, increasing cybersecurity/improving output with current equipment & researching vendors to improve services and update equipment; Security, best practices for customer service during COVID-19 pandemic; Accounting/HR, conducting ongoing trainings for staff, improving data entry/knowledge base on QuickBooks).

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9. New Business

- Annual Report of Receipts & Disbursements Fiscal Year July 1, 2019 – June 30, 2020 (TABLED TO A SPECIAL MEETING – Tuesday, Nov. 17, 2020)

10. Audience Participation (Limit Remarks to three (3) minutes): No audience participation

11. Adjournment

Motion to adjourn meeting was made by Mauzkie Ervin and seconded by Vice President Price.

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

Nays:

Meeting ended at 8:01pm.