

# HARVEY PUBLIC LIBRARY DISTRICT

RESCHEDULE REGULAR BOARD MEETING FROM THURSDAY, APRIL 8, 2021  
Meeting Minutes

Tuesday, April 13, 2021  
6:58pm

The meeting began at 6:58pm

**President Patterson** asks Secretary Morgan to read the Call to Order.

**Secretary Morgan** reads the Call to Order.

## AGENDA

### 1. Call to Order

### 2. Roll Call

**Present:** Trustee Mauzkie Ervin, Trustee Jerlene Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Tamika Price, President Roberta Patterson

**Absent:** Trustee William Whitaker

### 3. Approval of March 17<sup>th</sup> Meeting Minutes

**President Roberta Patterson** made a motion to approve the meeting minutes.

**Vice President Price** made a motion to approve the meeting minutes with the exception to correct the spelling of Treasurer Nesbitt's last name.

Seconded by Secretary Morgan

### 4. Review of Account and Approval of Bills

**Director Menzies** asked if they can repeat who made a motion approval of the bills.

**President Patterson** asked someone to make a motion to approval of the bills.

Motion was made by Trustee Mauzkie Ervin

Seconded by Treasurer Nesbitt

### Roll Call Vote

**Ayes:** Trustee Ervin, Secretary Morgan, Treasurer Nesbitt, Vice President Price, President Patterson

**Nays:** Trustee Jerlene Harris

### Roll Call

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**Present:** Trustee Mauzkie Ervin, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Tamika Price, President Roberta Patterson

**Nay:** Trustee Jerlene Harris,

## 5. Correspondence & Announcements:

**President Roberta Patterson** congratulated the new trustees for winning the April 6<sup>th</sup> election. All of the others trustees congratulated them as well.

Director Menzies mentioned that there be an order to thank Trustee Ervin and Trustee Harris for their service.

## 6. Report of Trustees/Committees

**Building & Ground:** Trustee Harris brought up the parking lot again. She said, she hopes the new trustees will see that the parking lot will be paved over for the patrons.”

**Trustee Harris** added this has been going on since 2016 and 2019 and according to U S Security Department, they sent \$38,500.00 back to the district so that was money that was put in the fund that we could use to get the parking lot.

**President Patterson** stats that that \$38,500.00 is part of our general money and we still have it.

**Trustee Ervin** wanted to add that the Evergreens are starting to grow around the building and Mr. Crudup has been doing a good job trimming them and in a week or two, it will be time to give them another trim.

**7. Finance:** Treasurer’s report was read by Secretary Morgan.

b) **Planning & Development:** No report

## 8. Director’s Report

**Director Menzies** read his report.

**Vice President Price-**During the last meeting when Trustee Harris mentioned that \$38,500.00 she requested if it could be located or deposited? A question was addressed to Kim Peake if she had a chance to locate the \$38,500.00?

Kim Peake did not have a chance to answer the questions.

President Patterson said,”that she spoke to the previous Interim Director about it and she said she remembers the \$38,500.00 and it was placed in the General Fund last year in May. Director Menzies was asked to get a copy of that and make it available for the trustees.”

**9. Old Business-**No old business.

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## 10. New Business

**Federal Tax Lein**-Attorney Jarad was to speak to the trustees on this subject. She wasn't available.

**Director Menzies** asked if he could speak about the lien. There are two pages that needed to be looked at in the original pack, you might have seen the advertisement saying they will research this for you. He reads the attorney's language regarding the notice filed against the district by the Department of Treasury Internal Revenue Service on 12/30/2020 document number 2036528003 with the Cook County Record of Deeds Office for assessment unpaid federal unemployment and payroll taxes for the tax period set out on the notice. Please see also attached copy of lien filing records following a search on west laws and online legal research database. I was able to obtain the above actual notice federal tax lien filed by the IRS. Please include copies of both notice of federal tax lien and the lien filing records that's part of the boards April 8<sup>th</sup> 2021 meeting material.

**Director Menzies** displayed a copy of the lien on his computer. He stated that "this form lists all the dates these fees were assessed for unpaid unemployment and payroll taxes. An assumption was made when we were making payments ourselves when it was not ADP, it must have been some error when the library was cutting checks. So, he's hoping to negotiate some kind of payment arrangements that does not include fines and fees."

**President Patterson** asked if these are all true fees?

**Director Menzies** response was "some if this will show up in the audit. We're researching what was paid and what is still do. And the counselor should talk about this on a greater degree."

**Secretary Morgan** asked, "what was the attorney's suggestion regarding this?"

**President Patterson** agreed. It does need to be paid.

**Vice President Price** asked, "how did you get this? Where did it from?"

**Director Menzies** asked Kim Peake to speak on this. Kim Peake responded by saying this notice just recently came in the mail.

**Attorney Jarad** called President Patterson and said, "she couldn't get in."

**Director Menzies** said, "we're waiting for the next step from Attorney Jarad."

**President Patterson** asks Kim Peake if she tried contacting the attorney?

**Kim Peake** responded by saying, "she tried calling her twice."

**President Patterson** said, "that she was going to have the attorney call Kim."

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**Vice President Price** asked Director Menzies if the auditors give him a time frame?

**Director Menzies** said, “they are complete after they do one more on site visit. From his experience, this is very close. Then it looks like we have to start the next fiscal year.”

**Vice President Price** said, “that she personally asked that they come to one of the board meeting for the last year and they have declined to do so.”

**Director Menzies** said, “it’s his understanding we can’t release their payment unless they give us the Management Discussion & Analysis. They have to present their findings. They will get their payment after that meeting. We should have a meeting with an Executive Board.”

President Patterson asks if Director Menzies if he can set up a meeting with the auditors before the next board meeting in May.

**Director Menzies** suggested that the trustees should submit written questions.

President Patterson agreed.

**Vice President Price** asked, “that in some of the reports, they didn’t have everything they needed as far as the invoices. If they need bank statement, can you make sure they have everything they need.”

**President Patterson** said, “they never told us that they were missing bank statements. It was other information that they did not have. Antonia said, “that everything they asked for, she gave it to them.”

**Vice President Price** said, “that the very last thing that Antonia mentioned was when the system was hacked some of the information from the data was missing so that’s why I’m referring to the bank statements. Because if it’s gone and they don’t have certain invoices, we can provide them with the bank statements if they haven’t already got those just making sure they have everything. Like the cancelled checks etc”

**Director Menzies** says if they are going to be at the library examining the records, that’s a perfect time for them to go on Zoom.

**Secretary Morgan** asked if there was a different IT person? Tim no longer IT?

**Director Menzies** says that, “Tim is IT and Karl Lyman was an IT Assistance. He asked Tim who hired him, when was he hired and what was responsible for doing?”

**Tim Coleman** responded by saying, “Karl was hired by Antonia. She hired him just before she left. Tim also shared what Karl was responsible for doing.”

**Secretary Morgan** asked if Karl was still there?

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**Director Menzies** responded by saying, “No. Trustee Morgan. I met with my managers. I noticed there were no job descriptions for any of the employees. Leadership doesn’t know who’s doing what. Lately, people have been hired with no job description. Staff, directors, managers and trustees need development.

**Vice President Price** had mentioned that Antonia presented the new IT person, Karl, what his services will be, how much he will be getting paid and he would be brought on an as needed basis.

**President Patterson-** Said, “she remembers that being said.”

**Trustee Harris** suggested that the attorney could put in writing whatever comment she wanted to make and the trustees can get a copy of it.

**President Patterson** agreed. She made a motion for the explanation of the federal tax lien by tabled until the attorney can give us the understanding and a follow up.

**Trustee Ervin** had asked Director Menzies “if he has contacted someone whose number is at that bottom of that federal lien page?”

**Director Menzies** clarified that the original correspondence was not the lien itself but upon further review, the attorney the federal lien that was filed. The attention is to pay it but we need counsel.

**Trustee Morgan** said, “she feels that we should pay it and try to get the money back. This was filed with the Reporter of Deed.”

**President Patterson** said, “that’s why we need an investigation by the attorney for explain to the board what are next move should be.”

**Vice President Price** made a motion to table the notice of federal tax lien pending the attorney’s written advice.

Seconded by Secretary Morgan

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

**Trustee Jerlene Harris and Vice President Price** both mentioned they never knew anything about this lien.

**President Patterson** said, “stated for the record Sandra Flowers did something with payroll, the IRS didn’t think it was correct. There has to be a way to correct it.

**Secretary Morgan** asked Director Menzies if we were still using a payroll services?

**Director Menzies** responded by saying that’s correct.

**Secretary Morgan** states because of that, we won’t have to worry about this again.

**President Patterson** says that Antonia initiated this payroll services.

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**Director Menzies** made the correction about the payroll service that the library is using Paylocity not ADP.

**Trustee Harris** asks Director Menzies if he found in his stack of unopen mail from the IRS stating that we owe this? This is not current. This is ongoing.

**Director Menzies** responded by saying, "he did not, however, he still going through piles of unopen mail. He found letters from IMRF, invoices from SWAN and several invoices stating they have not been paid. But I have not found this document in any of the unopen mail This appear after I got here."

**President Patterson** asked Director Menzies not to pay anything. Some of these items are old and some might have been paid already.

**Vice President Price** asked Director Menzies if he could provide the trustee with a list of all of the vendors asking them if they have not been paid. Include what services were render from the vendors?

**Director Menzies** Yes, but I'm still doing some investigating and making some arrangements to have them paid at some point.

## 11. Executive Session

Even though Executive Session was on the agenda, all the trustees agreed that an Executive Session was not needed at this time.

## 12. Audience Participation (Limit Remarks to three (3) minutes):

No audience participation

## 13. Adjournment

Motion to adjourn meeting was made by Trustee Mauzkie Ervin and  
Seconded by Treasurer Nesbitt

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

Meeting ended at 7:54pm

**Director Menzies** asks if could welcome the new trustee, Monique Williams to the board,