

HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES
February 14, 2008

President Julius Patterson called the meeting to order at 6:10 p.m.

Members Present: Julius Patterson, Joyce Kellogg-Weaver, Barbara Fields, and Annette Turner

Absent: Marion Beck, Eric Patterson, and Brenda Thompson

Minutes of Previous Meeting:

President Patterson made the motion to approve the minutes from January 10, 2008 and was seconded by Trustee Fields.

Roll Call Vote: Ayes: Julius Patterson, Joyce Kellogg-Weaver, Barbara Fields, and Annette Turner

Absent: Marion Beck, Eric Patterson, and Brenda Thompson

Motion Carried.

Review of Bills and Accounts:

President Patterson made the motion to approve the bills for the month of January and was seconded by Trustee Kellogg-Weaver.

Director Kalman stated that there were bills that needed to be added for approval. There was an AT&T bill for the amount of \$4808.39 and a long distance bill for \$4.27. Also, Citizen's Bank tax warrant was due and the amount owed was \$151,710.91. Director Kalman stated that he would complete a wire transfer.

President Patterson asked the total amount that needed to be approved and Director Kalman stated \$39,575.30 without the Citizen's Bank tax warrant and \$191,286.21 with the warrant.

Roll Call Vote: Ayes: Julius Patterson, Barbara Fields, and Joyce Kellogg-Weaver

Absent: Marion Beck, Eric Patterson, and Brenda Thompson

Abstain: Annette Turner

Motion Carried.

President Patterson asked whether there was a report for building and grounds.

Assistant Director Marie McFarland responded that the clutter was removed from the boardroom and the floors and chairs were steam cleaned. In addition, she stated that the water fountain was repaired. Director Kalman added that the fire sprinkler system was also inspected.

The Long Range Plans were tabled until after the trustee workshop is conducted. President Patterson requested the planning committee decide a date that the workshop would occur.

Trustee Turner discussed the convention that occurred in Philadelphia. She explained that she became a member of the Black Caucus and stated that the organization is extremely involved in library issues. She also attended a conference in which Kareem Abdul Jabbar (NBA) spoke about his interest in libraries and she noted that this conference was a highlight of the trip.

Director Kalman issued a list of items that could be completed for the reallocation of the funds from the wireless tower.

Trustee Turner suggested creating more sitting space and Director Kalman stated that the grant has to be utilized for new construction only.

Trustee Eric Patterson entered the meeting at 6:30 p.m.

President Patterson stated that he advised Director Kalman to meet with the building staff in order to discuss a floor plan that will accommodate more adults.

President Patterson stated that everyone received a letter from the attorney.

Trustee Turner asked when the original lawsuit was received and were the three names of the trustees that were not apart of the board at the time removed. Director Kalman stated that the complaint was dismissed and Trustee Turner responded that the lawsuit was filed again. President Patterson asked Director Kalman to find out if the three names were removed.

President Patterson announced that a dress code has been implemented at the Harvey Public Library and name tags were issued both which will assist in upgrading professionalism. President Patterson commended Director Kalman on his attire.

Trustee Turner asked Director Kalman about the status of the money that was supposed to be issued in 2005.

President Patterson stated that Director Kalman should contact State Representative Will Davis in regards to the monetary funds promised for a toddler section in 2005.

Director Kalman stated that 133 magazine titles have been eliminated and this would save roughly \$6000.00. The new total magazine subscription would be \$9137.00.

Trustee Turner expressed concern about circulation of certain magazines and President Patterson asked Trustee Turner and Director Kalman to determine what additional magazine titles needed to be removed.

Trustee Kellogg-Weaver stated that the City of Harvey would be issuing the library a check and President Patterson asked the amount. Director Kalman explained that the amount is a percentage of what the city receives and there is no way to determine until the city's records are reviewed.

Trustee Turner stated that an employee evaluation was created and will be completed. President Patterson stated that he believes that trustees are responsible for reviewing only the director's evaluation and that he would like a legal opinion in regards to this issue. Trustee Turner stated that in order to avoid any more legal costs she would prefer to not review any employee evaluations other than Director Kalman's.

Trustee Turner stated there were two employees approved for raises and/or promotions and this had not occurred.

Assistant Director Marie McFarland stated that she is against the person in the Reference Department being promoted.

President Patterson stated that discussing personnel can not be done in an open session.

President Patterson made the motion to accept the request for the building repairs and was seconded by Trustee Kellogg-Weaver.

Trustee Turner questioned whether there was any way that more space could be created.

President Patterson stated that this issue should be discussed with the building committee.

President Patterson welcomed the auditor Mr. George.

Mr. George gave a detailed report of the auditing documents.

Trustee Turner stated that documents being reviewed were from 2006 and President Patterson stated that the 2007 audit has not yet been completed.

Mr. George estimated that the audit would be completed in March.

President Patterson asked what could be done in order to have the auditing process completed in a more timely manner.

President Patterson asked what the life expectancy of the building is and Mr. George explained that it is 40 years.

Trustee Turner asked why \$197,000 was being carried over to the 2006 audit when the grant money was received in 2005.

President Patterson stated that the money was approved in 2005 but may not have been received until 2006.

President Patterson explained to Mr. George that he would like for funds to be broken down according to each department for easier monitoring of spending.

Mr. George explained that the current format was required and that in order for the audit to be completed in this manner the budget would have to be broken down by departments. Additionally, he declared that with the program that Director Kalman utilizes he can not manage the operations by department.

Trustee Turner asked Mr. George were there any programs that the library could use that would allow them to manage the operations by department.

Mr. George responded that he did not believe so and suggested that Director Kalman speak with other libraries in regards to their accounting practices.

Mr. George explained that the 2007 auditing delay was a one time occurrence due to changes that were implemented and that it would be completed in March of 2008.

President Patterson acknowledged that funds are low and the cost value of improving the accounting system must be feasible and he would like for this issue to be directed to the Finance Committee.

Mr. George continued and explained that internal controls must be reviewed by management prior to being audited by the auditor and relying on the auditor to identify and post entries inappropriately shifts responsibility from management to the auditor. Mr. George recommended that there be a review of the accrual schedule, books, and records to determine what the library's best option is rather it's outsourcing an accounting function or utilizing a new system.

President Patterson expressed that there needs to be more internal control so that the day to day operations can be better understood.

President Patterson stated that a search must be conducted for new accounting practices due to the cost of current practices.

Mr. George explained that the 2007 audit would be completed in March and thanked the board.

President Patterson made the motion to go into executive session at 7:55 and was seconded by Trustee Kellogg-Weaver.

Members Present: Julius Patterson, Joyce Kellogg-Weaver, Eric Patterson, Barbara Fields, Annette Turner

Absent: Marion Beck and Brenda Thompson

President Patterson made the motion to go back into regular session at 8:23 and was seconded by Trustee Turner.

Members Present: Julius Patterson, Annette Turner, Joyce Kellogg-Weaver, Barbara Fields

Absent: Marion Beck, Eric Patterson, and Brenda Thompson

Trustee Turner stated that she was overjoyed by Director Kalman's attire. However, she stated that she had a major problem with the appearance of another employee. She described the attire as very revealing and inappropriate. Assistant Director Marie McFarland added that it was indeed a problem.

President Patterson declared that a meeting would be conducted the following day and he would be in attendance to address the situation along with Assistant Director Marie McFarland.

President Patterson made the motion to adjourn the meeting at 8:25 pm and was seconded by Trustee Kellogg-Weaver.

Roll Call Vote: Ayes: Julius Patterson, Annette Turner, Joyce Kellogg-Weaver, and Barbara Fields

Absent: Marion Beck, Eric Patterson, and Brenda Thompson

Motion Carried.

Meeting adjourned at 8:25 pm.