

HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES
January 10, 2008

President Julius Patterson called the meeting to order at 6:40 p.m.

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

Absent: Marion Beck and Brenda Thompson

Trustee Kellogg-Weaver stepped out while roll was being called.

Minutes of Previous Meeting:

President Patterson made the motion to approve the minutes from December 13, 2007 and was seconded by Trustee Patterson.

Roll Call Vote: Ayes: Julius Patterson, Barbara Fields, Eric Patterson, and Annette Turner

Absent: Marion Beck, Joyce Kellogg-Weaver, and Brenda Thompson

Motion Carried.

Review of Bills and Accounts:

President Patterson made the motion to approve the bills for the months of December and January and was seconded by Trustee Patterson.

Roll Call Vote: Ayes: Julius Patterson, Barbara Fields and Eric Patterson

Absent: Marion Beck, Joyce Kellogg-Weaver, and Brenda Thompson

Abstain: Annette Turner

Motion Carried.

Trustee Kellogg-Weaver returned.

President Patterson stated that he would like to apologize if he offended anyone during the meetings and reminded trustees that business conducted during meetings isn't personal.

Director Kalman stated that he contacted ALA in regards to a Trustee Workshop and he was referred to MLS.

Trustee Turner requested to table the planning of a Trustee Workshop until after the convention in Philadelphia.

Director Kalman stated that he spoke with the auditor and he would not be able to attend the meeting.

Director Kalman stated that the auditor would either have to begin the audit by 1/21/08 or he would have to schedule the audit for sometime in March.

Trustee Patterson asked why the audit was completed late and Director Kalman explained it was due to a scheduling conflict mostly on the part of the auditing firm.

President Patterson stated that the board could look elsewhere to get the audit completed in a more timely manner.

Trustee Fields suggested that an explanation of the audit process be conducted on the same night as a regularly scheduled board meeting.

President Patterson made the motion to allow the auditing firm to proceed with the 2007 audit for the amount of \$10,000 and was seconded by Trustee Kellogg-Weaver.

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

 Absent: Marion Beck and Brenda Thompson

 Abstain: Eric Patterson

Motion Carried.

President Patterson stated that the motion will be approved under the stipulation that the auditor attend the next board meeting.

Director Kalman informed the board that he spoke with Attorney Weiner and the lawsuit was dismissed but it will be filed again.

Trustee Turner stated that it is useless to continue to pay the attorney due to the fact that the library will eventually have to pay the money owed.

President Patterson stated that an attorney is still needed to handle the lawsuit.

President Patterson asked that Director Kalman get the dismissal of the lawsuit along with the removal of the names from the lawsuit in writing and send both to board members.

Director Kalman asked whether an agreement is considered a contract. Trustee Turner stated that if it can be cancelled at anytime than it is not a contract. President Patterson stated that anytime there is a legal agreement between two parties than it's a contract.

Trustee Turner stated that she went to the storage unit along with Trustee Patterson and Trustee Kellogg-Weaver and declared that the items should be discarded. She also learned that there were some items being held for the Historical Society. She went on to explain that the items were not being properly stored and she suggested that the items be stored at the library.

President Patterson stated that the maintenance department should retrieve the historical items and store the items at the library.

Director Kalman inquired about the magazine subscription. Trustee Turner questioned whether a report was completed by Sue Stelter.

There was a brief discussion regarding creating more sitting area for the Adult and Youth Services department.

Trustee Patterson inquired about the repairing of the water fountain. Director Kalman stated that it will be repaired shortly. President Patterson asked Director Kalman to have the water fountain cleaned. Assistant Director Marie McFarland stated that the water line leading to the water fountain is clogged and will be repaired.

Assistant Director Marie McFarland stated that the sprinkler system had not been tested since the year 2000. Assistant Director Marie McFarland stated that Daryl Crudup provided two price quotes. McDaniel quoted the sprinkler testing would be \$915.00 and Reliable quoted \$625.00. Assistant Director Marie McFarland explained that Daryl Crudup suggested that it would be better to have the testing completed by the original installer (McDaniel) because there was a leak in the system.

President Patterson made the motion to allow McDaniel's to complete testing of the sprinkler system for \$915.00 and provide a yearly quote and was seconded by Trustee Fields.

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

 Absent: Marion Beck and Brenda Thompson

Motion Carried.

Trustee Patterson stated that he would like for the outside premises to be checked for trash prior to daily opening.

Director Jay Kalman stated that he spoke with Will Davis about the grant money from the tower and he will distribute the money despite the tower not being built.

Trustee Turner requested a copy of the suggestions for spending the grant money.

President Patterson asked Director Kalman to set up a meeting with the Building and Grounds Committee.

Trustee Kellogg-Weaver questioned the board about the amount that will be placed on the debit card.

Trustee Turner made the motion that board members endorse checks and Director Kalman no longer endorse any checks and was seconded by Trustee Patterson.

Trustee Kellogg-Weaver questioned whether board members would have to frequent the library in order to endorse checks and Trustee Turner replied yes.

Trustee Turner stated that in case of emergency Director Kalman would have access to petty cash and a credit card.

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

Absent: Marion Beck and Brenda Thompson

Motion Carried.

Trustee Kellogg-Weaver made the motion that Director Kalman receive a credit card with a limit of \$3000 and was seconded by Trustee Fields.

Trustee Turner questioned why the amount was \$3000 and Trustee Patterson stated that the options for the amount on the credit card are \$1000, \$3000, and \$5000.

Trustee Patterson requested a monthly itemized report of charges made on the credit card.

President Patterson stated that Director Kalman would provide a credit card statement prior to the board meeting.

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

Absent: Marion Beck and Brenda Thompson

Nays: Annette Turner

Motion Carried.

Trustee Turner made the motion that under no circumstances could salaried employees receive overtime pay and was seconded by Trustee Kellogg-Weaver.

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

Absent: Marion Beck and Brenda Thompson

Motion Carried.

Trustee Patterson asked what is Director Kalman's current salary and Director Kalman stated \$89,000.

Assistant Director Marie McFarland stated that there was a current contract for internet access for patrons. However, the library was able to end it and negotiate a new contract. Assistant Director Marie McFarland stated that Michael Richardson could expound on the internet contract if necessary.

Trustee Fields made the motion to accept the contract and was seconded by President Patterson.

President Patterson stated that the matter would be tabled.

President Patterson stated that the long range goals would be tabled.

President Patterson made the motion to change the Sick Day Policy to 120 days and was seconded by Trustee Patterson.

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

Absent: Marion Beck and Brenda Thompson

Motion Carried.

President Patterson made the motion for the per diem of trustee spending while on a trip be \$100 per day and was seconded by Trustee Fields.

Roll Call Vote: Ayes:

Nays: Eric Patterson, Annette Turner, and Barbara Fields

Absent: Marion Beck and Brenda Thompson

Abstain: Joyce Kellogg-Weaver

Trustee Patterson made the motion for the per diem of trustee spending while on a trip be \$125 per day and was seconded by Trustee Kellogg-Weaver.

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

Absent: Marion Beck and Brenda Thompson

Motion Carried.

Michael Richardson explained that the internet connection under consideration would be faster than DSL and a third less expensive than what is currently paid.

Trustee Turner made the motion to accept the internet contract for three years and was seconded by Trustee Fields.

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

Absent: Marion Beck and Brenda Thompson

Motion Carried.

President Patterson made the motion to adjourn the meeting at 8:04 pm and was seconded by Trustee Kellogg- Weaver.

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

Absent: Marion Beck and Brenda Thompson

Motion Carried.

Meeting adjourned at 8:04 pm.