

HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES  
May 8, 2008

President Julius Patterson called the meeting to order at 6:04 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:

Trustee Kellogg-Weaver made the motion to approve the minutes from April 10, 2008 and was seconded by Trustee Fields.

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

Absent: Marion Beck, Eric Patterson, Brenda Thompson

Motion Carried.

Review of Bills and Accounts:

Trustee Kellogg-Weaver made the motion to approve the bills for the months of March and April and was seconded by Trustee Turner.

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

Absent: Marion Beck, Eric Patterson, and Brenda Thompson

Motion Carried.

Director Kalman stated that mail came from Harris mortgage payment and it is due on May 21<sup>st</sup> and the amount is for \$26,309.35. Director Kalman asked would the board like to add it to the bills and.

Trustee Kellogg-Weaver made the motion to approve the mortgage payment for \$26,309.35 and was seconded by President Patterson.

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

Nays: Annette Turner

Absent: Marion Beck, Eric Patterson, and Brenda Thompson

Motion Carried.

Trustee Turner questioned why that previous bill was not reviewed earlier today and Director Kalman explained that the bill was received after the meeting that occurred earlier because the employee that distributes the mail was sick. President Patterson questioned whether there was a plan B to fill in when an employee was not at work and he went on to add that he would like Director Kalman to implement a plan that would allow someone else to fulfill the duties of all employees in case someone was absent.

Director Kalman asked would they like to make the motion to wire the money to pay bills. President Patterson stated that the addition should have been made to the previous motions.

President Patterson made the motion to approve a wire transfer for the amount of \$56,279.11 and was seconded by Trustee Kellogg-Weaver.

President Patterson added that the wire transfer will be included in the motion to approve the bills.

Trustee Turner asked when the bill due and Director Kalman responded May 21<sup>st</sup>.

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

Nays:       Annette Turner

Absent:       Marion Beck, Eric Patterson, and Brenda Thompson

Motion Carried.

President Patterson asked when mortgage payments due were and Director Kalman responded twice per year and generally it arrives in May and November.

President Patterson also questioned what bills would the transfer cover and Director Kalman responded that it would cover the \$26, 309.35 mortgage payment and the \$29969.76 bills approved.

President Patterson asked the total amount for this month that will be paid and Director Kalman stated that the payroll is about \$40,000 per month, which is a total of \$96,279.11 which will be deducted from the Illinois Fund Account.

President Patterson stated that the Finance Committee along with Director Kalman needed to complete the budget because it ends June 30<sup>th</sup>. President Patterson stated that he would like to approve the new budget at the end of June.

President Patterson stated that movie night has returned and he would like to see more updated movies played that children will be interested.

Trustee Turner stated that the funds from Will Davis there were funds appropriated \$9995 for sprinklers and Trustee Turner stated that she would like to use those funds to

push the wall back to expand seating area. She added that three companies estimated that the cost would be \$10,000 or more. She added that the wall was not a low bearing wall and that the ceilings would remain intact.

Trustee Eric Patterson entered the meeting at 6:17.

Trustee Patterson asked could the funds be appropriated to pushing the wall back. President Patterson said that the funds could possibly be saved if volunteers were available to give suggestions. President Patterson asked Director Kalman to speak with Mr. Crudup in regards to recruiting certified individuals to volunteer or give suggestions.

Trustee Kellogg-Weaver made the motion to update the policy manual Article 4 under Library Director and Staff and added additional language and was seconded by Trustee Turner.

Trustee Patterson asked what the role is of the committee and Trustee Kellogg Weaver stated that they will review for the selection and ordering. President Patterson explained that the committee will have more input in regards to what books could possibly be selected. The decision will still be the Director's when it comes to ordering

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

Absent:           Marion Beck and Brenda Thompson

Motion Carried.

There was a discussion regarding the amount of monies collected in each department. Trustee Kellogg-Weaver stated that there would be more research in regards to this and recommendations will be made to the board.

Trustee Turner stated that she would like to purchase a register with a running total for the Reference Department. President Patterson asked the price and Director Kalman responded about \$200.00.

President Patterson made the motion to purchase two new cash registers and was seconded by Trustee Kellogg- Weaver.

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

Absent:           Marion Beck and Brenda Thompson

Motion Carried.

Trustee Fields asked the system for depositing the funds.

President Patterson asked how the funds are removed from Citizens Bank. Director Kalman stated that

President Patterson reiterated that two signatures must be on every check.

President Patterson made the motion to have resolution completed that states that there must be two signatures on any check that is drawn from Citizens Bank and was seconded by Trustee Fields.

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

Absent:       Marion Beck and Brenda Thompson

Motion Carried.

There was a discussion regarding the amount of petty cash that will be kept at the library.

Trustee Turner explained that the board agreed to have \$300 for petty cash and that

Trustee Kellogg Weaver stated that every department will have separate banks.

President Patterson stated that Director Kalman and Assistant Director Marie McFarland could receive approval to move funds that are within the building in order to prevent Trustee Kellogg-Weaver and Trustee Turner from having to sign checks frequently.

The matter will be further discussed in committee.

President Patterson asked Trustee Fields about the status of the long range plan and it was decided that she would set a date to conduct a meeting.

Trustee Turner stated that she needed to know every bank account that the Harvey Public Library has and Director Kalman stated that the information was submitted.

President Patterson made the motion to have resolution completed that states that there must be two signatures on any check that is drawn from Citizens Bank and was seconded by Trustee Fields.

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

Absent:       Marion Beck and Brenda Thompson

Motion Carried.

There was a recommendation by the personnel committee to hire Serifat Ameru.

Trustee Turner made the motion to hire Serifat Ameru for 20 hours per week at \$10.50 as an accountant and was seconded by Trustee Kellogg-Weaver.

Trustee Fields questioned whether this was a good decision due to finances and the fact that would she be equipped to handle an accounting job when they are not an actual accountant.

There was a discussion between Trustee Patterson and Trustee Fields regarding whether an issue was previously discussed.

President Patterson stated that the new hire could receive direction.

President t Patterson stated that a plan has been implemented and that she would work closely with Director Kalman and Assistant Director Marie McFarland.

President Patterson stated that everyone is entitled to their opinion and trustees need to remember to be respectful of each other.

Trustee Turner asked the definition of a committee. President Patterson explained that committee duties are to bring recommendations, make changes and improvements.

Trustee Turner stated that Trustee Fields agreed in committee and President Patterson explained that Trustee Fields is allowed to ask questions after the committee meeting.

There was a discussion regarding the roles of trustees. President Patterson stated the role of trustees is to set policy.

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

Absent:       Marion Beck and Brenda Thompson

Motion Carried.

President Patterson stated that the person was officially hired and he would like for the Finance Committee along with Director Jay Kalman and Assistant Director Marie McFarland to have a meeting with the new hire in order to implement the plan.

President Patterson made the motion to adjourn the meeting at 7:21 pm and was seconded by Trustee Kellogg- Weaver.

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

Absent:       Marion Beck and Brenda Thompson

Motion Carried.

Meeting adjourned at 7:21 pm.