

## HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES

October 14, 2010

Vice-President Fields called the meeting to order at 6:28pm.

Present: Barbara Fields, Keith Price, Annette Turner and Roberta Patterson.

Absent: Eric Patterson, Joyce Kellogg-Weaver and Marion Beck.

### Minutes of Previous Meeting

Trustee Price would like to rescind his vote on employee Crudup's contract. After a short discussion, the minutes were tabled until after the executive session.

Trustee Eric Patterson arrived at 6:30pm.

### Review of Bills and Accounts

It was brought up that the Library Director can approve bills up to \$2000.00 but anything over must come to the Board. When possible the date of payment should be stated on any contract. After another discussion of the Sentinel bill, it was tabled again until November's meeting. Trustee Price made the motion to approve the month's bills with the exception of Sentinel and was seconded by Trustee Turner.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.

Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

### Correspondence

The Harvey Public Library District's Quilting Group is asking permission to hold a Christmas bazaar on Saturday, December 11, 2010 to raise money to finance a quilt project for the 2011 Relay for Life Event. Trustee Price made the motion to approve the Christmas Bazaar date and was second Trustee Turner.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.

Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

### Director's Report

The Library Director had nothing to add to his report except that he should have more information on the referendum question at the November's meeting. He is waiting on the State to get back to him.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.

Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

Going Green – Trustees were reminded to bring in their computer to be updated in order for the library to go paperless.

### Report of Trustees/Committees

Building & Grounds – Trustee Price would like to submit the building and grounds report as submitted. Trustee Turner mentioned that the overhead projection unit blew a blub and to replace it was going to be expensive (approximately \$600) to replace it. Library Director informed the Board that they found one for around \$300. Trustee Turner would like someone to check on the price of a new system.

Tax Season – As the season is coming soon, Vice-President Fields would like, with input from the Board, to figure out a way to make it less congestive in the library and the parking lot on Tuesdays, Thursdays and Saturdays during tax season. After several minutes of discussion Trustee Turner made the motion to have signs made for the parking lot and the 155<sup>th</sup> Street entrance asking tax clients to use the 155<sup>th</sup> Street door and 155<sup>th</sup> Street for parking and not the library's parking lot and for a Security Guard to be out in the lots at all times during the tax season and was seconded by Trustee Fields.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.  
Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

Building & Grounds Continued-Electrical Problem – Building & Grounds Manager, Mr. Crudup came into the board meeting to explain the Air Conditioning situation. The Computer room has been registering 90 plus degrees because a 40 year old electrical part has failed. Trustee Price asked that when possible have the company state on the invoice exactly where they are fixing anything. Mr. Crudup explained that the unit to be fixed is in the computer room. The electrician hasn't gotten back to us, but it could be several thousand dollars to have it repaired. Board decided that if that was the case, bids need to go out to repair this panel.

Trustee Turner would like the Director to check into seeing what could be done about the insurance deductibles.

Finance – No meeting

Planning – Tabled.

Vice-President Fields reminded the board that all bids over \$2000.00 must come to the Board.

#### New Business:

Annual Statement of Receipts and Disbursements – Trustee Price would like to see the phone bills of all employees who have phones.

Amounts of Money Estimated to be Necessary to be Raised by Taxation in 2010 - after a short discussion it was decided this would be tabled until November's meeting.

Audience Participation: Mr. Mike Smith, a representative from the New Life Church, was approached by the elders of the church to see if the library would let the church use the parking lot on Sundays from approximately 8am until 3pm. No permission from any library Board has been given to the church to use the parking lot. Trustee Price made the motion to approve New Life Church to use the parking lot on Sundays as long as the library did not need to use it for a program and was seconded by Trustee Patterson.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.  
Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

Trustee Patterson made the motion to go into executive session at 8:05pm to discuss a personnel matter and was seconded by Trustee Turner.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.  
Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

Executive session ended at 8:18pm and the regular meeting resumed.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.  
Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

Vice-President Fields made the motion to approve the 7% increase recommended by the Library Director and Assistant Library Director for employee A and was seconded by Trustee Turner.

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.  
Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

Vice President Fields made the motion to adjourn the meeting and was seconded by Trustee R. Patterson

Roll Call Vote: Ayes – Barbara Fields, Roberta Patterson, Keith Price, Annette Turner and Eric Patterson.  
Absent – Joyce Kellogg-Weaver and Marion Beck.

Motion Carried.

Meeting adjourned at 8:20pm.