

HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES
December 15, 2011

President Turner called the meeting to order at 4:32pm.

Members Present: Barbara Fields, Roberta Patterson, Eric Patterson, Keith Price, Joyce Kellogg-Weaver, Annette Turner.

Absent: Marion Beck.

Mike Richardson, Computer Manager, Daryl Crudup, Building Manager and Sandra Flowers, Youth Services Librarian, were invited to be present.

The three firms Moody Nolan, Ross Barney & FGM Architect all had representatives who presented their final plans to the committee of the whole. After hearing each firm's ideas and seeing their presentations, Trustee Price made the motion to go into executive session at 6:20pm to narrow their choice down to one firm to build the new library and was seconded by Trustee E. Patterson.

Roll Call Vote:

Ayes: Barbara Fields, Roberta Patterson, Eric Patterson, Keith Price, Joyce Kellogg-Weaver and Annette Turner.

Absent: Marion Beck.

Motion Carried.

President Turner made the motion to adjourn executive session at 6:39pm and was seconded by Trustee R. Patterson.

Roll Call Vote:

Ayes: Barbara Fields, Roberta Patterson, Eric Patterson, Keith Price, Joyce Kellogg-Weaver and Annette Turner.

Absent: Marion Beck.

Motion Carried.

The regular session of the December 15, 2011 resumed at 6:50pm.

Members Present: Barbara Fields, Roberta Patterson, Eric Patterson, Keith Price, Joyce Kellogg-Weaver, Annette Turner.

Absent: Marion Beck.

President Turner thanked all the firms for coming out on such short notice to present their ideas. President Turner then announced that the general consensus was that the firm Moody Nolan was selected to be the library's architect for the upcoming building project. Again President Turner expressed her thanks for each firm coming out and for their time and expertise.

Annual Statement of Receipts and Disbursements:

Treasurer Price wanted the Director to also sign the annual statement of receipts and disbursements stating that it is accurate and correct.

Revisiting the Selection of an Architect:

President Turner made the motion to have an official vote on the selection of Moody Nolan as the library's architect for the upcoming building project and was seconded by Trustee Kellogg-Weaver.

Roll Call Vote:

Ayes: Barbara Fields, Roberta Patterson, Eric Patterson, Keith Price, Joyce Kellogg-Weaver and Annette Turner.

Absent: Marion Beck.

Motion Carried.

Mr. Gregory Manning, 334 Streamside Drive, Harvey, IL, now would like to be paid \$250 for the scavenger list. President Turner informed the Board that we are not paying him when he was never officially asked to do any work.

Selection of an Attorney: After a lengthy discussion on whether or not the library needed one attorney or two it was decided to look for a new attorney and if that attorney felt we needed another as a consultant on the upcoming building project we would have two attorneys. Trustee E. Patterson made the motion to get a new attorney and once we get that attorney we consult with him to see if another attorney is needed for the building project and was seconded by Trustee Kellogg-Weaver.

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

Absent: Marion Beck and Keith Price.

Motion Carried.

Trustees were still asked to look around for a new attorney.

Library Insurance: Trustee Price explained it was best if our insurance handled all aspects of the library's insurance.

Trustee B. Fields stepped out of the room at 7:35pm.

President Turner made the motion to renew the library's insurance policies with the Hartford Insurance Company with the \$1000.00 deductible clause and was seconded by Trustee R. Patterson.

Roll Call Vote: Ayes: Roberta Patterson, Eric Patterson, Annette Turner and Joyce Kellogg-Weaver.

Absent: Barbara Fields, Marion Beck and Keith Price.

Motion Carried.

Trustee Price left at 7:35pm.

Approval of Changes to Policy 403 – Unsupervised Children

Unsupervised Children

403

1. Current Policy

Unattended school age children are free to utilize the library's resources, as long as needed, provided that they demonstrate purposeful intent to use library resources, and their behavior is not disruptive to other patrons or staff members. If students are in the library while school is in session, unless accompanied by a parent or legal guardian, they will be asked to return to school or the school will be called. An unattended child is any young person six (6) years of age or younger using the library unaccompanied by a responsible adult. A vulnerable child is any unattended child over the age of six (6) whose safety or well-being would be endangered if he or she were sent out of the building.

Policy Changes below are underlined and in bold

Unattended school age children are free to utilize the library's resources, as long as needed, provided that they demonstrate purposeful intent to use library resources, and their behavior is not disruptive to other patrons or staff members. If students are in the library while school is in session, unless accompanied by a parent or legal guardian, they will be asked to return to school or the school will be called. An unattended child is any young person ten (10) years of age or younger using the library unaccompanied by a responsible adult. A vulnerable child is any unattended child over the age of ten (10) whose safety or well-being would be endangered if he or she were sent out of the building.

2. Current Policy

If a child is alone in the library building at closing time and appears to be vulnerable:

1. Library staff will attempt to call a parent/caregiver. If staff cannot reach a parent or guardian in the first attempt, the Library staff will call local law enforcement personnel.
2. Library staff will contact local law enforcement personnel if staff is able to reach a parent/caregiver but the parent/caregiver is unable to pick up the child within 30 minutes after the library closes.
3. Library staff will contact local law enforcement personnel if the parent/caregiver first states that he or she can pick up the child within 30 minutes after closing but does not arrive at the library by that time.
4. The Librarian on duty and one other staff member will remain with the child inside the library until a parent, guardian or local law enforcement personnel arrive.

Policy Changes (the above underlines have been taken out; bold underlines below have been added)

If a child is alone in the library building and appears to be vulnerable:

1. Library staff will attempt to call a parent/caregiver. If staff cannot reach a parent or guardian in the first attempt, the Library staff will call local law enforcement personnel **and DCFS**.
2. Library staff will contact local law enforcement personnel **and DCFS** if staff is able to reach a parent/caregiver but the parent/caregiver is unable to pick up the child within 30 minutes.
3. Library staff will contact local law enforcement personnel **and DCFS** if the parent/caregiver first states that he or she can pick up the child within 30 minutes but does not arrive at the library by that time.
4. The Librarian on duty and one other staff member will remain with the child inside the library until a parent, guardian or local law enforcement personnel arrive.

President Turner made the motion to approve the revised policy #403 and was seconded by Trustee Joyce Kellogg-Weaver as of December 15, 2011 at 7:40pm

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

Motion Carried.

Trustee Fields returned to the meeting at 7:41pm.

President Turner made the motion to go into executive session at 7:45pm to discuss personnel and was seconded by Trustee Fields.

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

Absent: Marion Beck and Keith Price.

Motion Carried.

Members came out of executive session at 8:29pm.

Regular meeting resumed at 8:30pm

Members present: Barbara Fields, Joyce Kellogg-Weaver, Eric Patterson and Annette Turner.

Absent: Roberta Patterson, Keith Price and Marion Beck.

President Turner made the motion to adjourn the meeting and was seconded by Trustee E. Patterson.

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

Absent: Roberta Patterson, Marion Beck and Keith Price.

Motion Carried.

Meeting adjourned at 8:30pm.