

Harvey Public Library District's Board Minutes

December 12, 2013

Vice-President Fields called the Library Board meeting to order at 6:05pm.

Roll Call Vote:

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, William Wiley, Yassim Ali,

Absent: Vice-President Fields

Roll call please; JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali, and William Wiley

Motion carried

A motion was made to amend the "Executive Session" so it could be added.

Roll call please; JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion carried

MINUTES OF THE PREVIOUS MEETING

Vice-President Barbara Fields made a motion to table the November minutes so they can be retyped in a formal format so they can be voted on in the next Board meeting.

Roll call please; JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali

Motion Carried

A motion was suggested to amend the agenda to include "Executive Session" to the agenda and have it be located after audience participation.

Roll call please; JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali, and William Wiley

Motion Carried

APPROVAL OF BILL AND REVIEW OF ACCOUNTS

Vice-President Barbara Fields made a motion to approve the bills and was seconded by Trustee Patterson.

Roll call please; JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali, and William Wiley

Motion carried

CORRESPONDENCE AND ANNOUNCEMENTS

Director Flowers distributed information about the Illinois Library Trustee's Workshop.

Floor mat samples were passed out for the board's review. They will have only the Harvey Public Library District name and logo on them. These mats will be used to eliminate the safety issues as people enter the building. The personalization of the mats is free. Five mats will be purchased with a free set of mats for servicing.

The Harvey Library District Website has been completed. The Trustees was given a visual demonstration of the Website. It's more user friendly for the public, with the entire library policy, calendar of events, minutes, photos and information about the Trustees, and more.

Freegal has been ordered and the links are being put up on the Website.

The Harvey Public Library District is still 3rd on the list for the carryover project, when funds become available.

All managers and employees are pulling together to do the extra duties to help make the library run efficiently.

The Audit Engagement letter is ready for review and to be signed.

The fence on the North East lot of the library was hit by a Prairie Concrete Company truck; and the library is talking with the company about repairs.

The Library's Christmas Party will be Saturday, Dec. 21 at 6:00pm and the food will be provided by D'Masti Catering.

The New Year Eve's Celebration will be Dec. 21st from 1-3pm.

December 16th is the Holiday pie & Cake bake-off from 2-4pm.

Breakfast with Santa will be Dec.14th at 11:30am-2:30pm.

The Open Mike Program was Friday, Dec. 13th and it was videotaped and will be sold for \$5.00 per copy.

REPORT OF TRUSTEES AND COMMITTEES

No discussion

UNFINISHED BUSINESS

The Audit Engagement letter is ready for review and to be signed by the president and secretary. This letter is a contract for the auditor to do the work.

The Library's insurance was renewed. Arthur & Gallagher and ILA have joined forces to help participating libraries save 11% on their insurance. To be a part of the ILA Insurance Consortium, the Board needs to sign the Consortium Insurance Agreement.

The Board discussed the insurance Consortium Agreement, and it was decided that the Harvey Library District want to be a part of the Insurance Consortium, only if the existing contract and bylaws stays the same without any changes.

Trustee William Wiley made a motion to vote on the Consortium Agreement from Arthur & Gallagher and ILA and was seconded by Trustee Joyce Kellogg-Weaver. Trustee Joyce Kellogg-Weaver states only if the existing contract and bylaws stays the same without any changes.

Roll call.

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

The board discussed floating of the bonds and the RFQs for the new library building. A decision needs to be made on how to find someone who will write the request for a proposal and who will float the bond.

Attorney Clark explained how "floating a bond" works.

Trustee William Wiley made a motion to have Attorney Clark do the RFQ's and have it reintroduced in the next board meeting.

Roll call please; JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

Trustee Roberta Patterson made a motion to approve the amount of \$5385.00 for the office furniture for the front office and was seconded by Trustee Yassim Ali.

Roll call

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

AUDIENCE PARTICIPATION

Harvey Resident: Woodrow Nunn: 15521 Drive

What decision was made for the change of personnel? The Insurance you mention, is it liability insurance for the library or insurance for the officers? Can I know the subject matter that will be discussed in Executive Session?

Attorney Clark responded with the permission from the board;

The change of personnel was made in executive session and we are not at liberty to discuss present or former personnel private information and their employment.

The insurance is a Consortium Agreement for a variety of libraries coming together to save money. Any insurance, bylaws and contract changes were in regard to the insurance only, not to the policies and procedures of the Harvey Public Library. In regard to the Executive Session, Agenda items 6D, 7A, and 7B will be discussed; any other issues that come up for discussion will not be acted upon until there is an open session.

Vice-President Barbara Fields made a motion to go into Executive Session at 7:14pm and was seconded by Trustee Roberta Patterson.

Roll call

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

RETURN TO REGULAR SESSION

Trustee Joyce Kellogg-Weaver made the motion to pay the part-time employees for Christmas and New Year's Day and was seconded by Trustee Roberta Patterson.

Roll call: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

Trustee Joyce Kellogg-Weaver made a motion to give \$25 Wal-Mart Gift Cards as a bonus to all the employees.

Roll call please; JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

Trustee Roberta Patterson made a motion to give former employee "A" and former employee" B" 48 hours to accept their severance offer or it will be rescinded.

Roll call

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

Trustee Joyce Kellogg-Weaver made a motion to adjourn the meeting.

Roll call

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali and Trustee William Wiley

Motion Carried

Meeting was adjourned at 8:28pm