

HARVEY PUBLIC LIBRARY DISTRICT'S BOARD MINUTES

January 10, 2013

President Turner called the meeting to order at 6:05pm.

Members Present: Barbara Fields, Roberta Patterson, Joyce Kellogg-Weaver, Annette Turner, General Counsel Dahal Jarad, Library Director Jay Kalman and Assistant Library Director Marie McFarland.

Absent: Eric Patterson, Keith Price and Marion Beck.

President Turner informed the Board that she was told there was only one place in town that did any programming so she had the staff prepare a list of what the library's programming has been for the last year and wanted the Trustees to know in case anyone was questioned.

Approval of Minutes:

President Turner made the motion to approve the December 13, 2012, minutes and was seconded by Trustee Joyce Kellogg-Weaver.

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

Absent: Eric Patterson, Keith Price and Marion Beck.

Motion Carried.

Secretary R. Patterson reminded the Board that there was a mechanical problem with the digital recorded at the last meeting and that we should add the roll call votes to December's minutes. The attorney informed them that they could not approve the December minutes but could make an amendment to the minutes at the next meeting after being resubmitted. The roll call votes in question are:

1. Tax Levy
2. Insurance Contract
3. Annual Statement of Receipts and Disbursements
4. 2013 Trustee Meetings and Holiday Dates.

President Turner made the motion to table the December 2012 minutes until the February 2013 meeting and was seconded by Secretary R. Patterson.

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

Absent: Eric Patterson, Keith Price and Marion Beck.

Motion Carried.

Approval of Bills:

President Turner asked about the \$8000.00 Ebsco bill and was informed that this was the yearly magazine subscription invoice. Also questioned was the CMS invoice (health insurance invoice) totaling \$4515.00 a month for five employees. This item will be revisited at a later date. Another invoice questioned was the Arthur Gallagher Insurance for \$23,999.00 and the Director explained that this was the yearly invoice that was approved at the December meeting. President Turner made the motion to approve December invoices for January 2013 and was seconded by Trustee J. Kellogg-Weaver.

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

Absent: Eric Patterson, Keith Price and Marion Beck.

Motion Carried.

Correspondence/Announcements:

Nothing for this month.

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Director's Report:

Five citizens have turned in petitions to run for the two openings on the Board. They are Barbara Fields, Donald L. Drewenski, Lorez M. Davis, Donkor Parker and Joann Nesbitt. Donkor Parker and Joann Nesbitt are being challenged. The Director informed the Board that David Orr's office takes care of any and all challenges.

President Turner informed the Board that the Winter Open House went very well and that she would like to change how this is done. She asked that each Trustee come up with something and we'll talk about it at the next meeting.

Reports of Trustees/Committees:

Building & Grounds: Nothing to Report.

Finance:	Balances in:	Expense Account	\$2,614.74
		Vendors Account	\$24,494.64
		IL Funds General Account	\$955,316.06
		IL Funds Gift Account	\$5,445.06
		IL Funds Special Reserve	22.46

Planning: Trustee Fields has several people who are interested in the Friends of the Library and that we need to get back on track with this. President Turner would also like to see progress on this.

President Turner also brought up that when she first got on the Board she was given a lapel pin and she would like to see this continued for the current Board and the new Trustees coming in. The Director will look into this. President Turner would like to see that Marion Beck's portrait get its name plate on it and she informed the Trustees present that Eric Patterson would not be running for Trustee in the coming election. President Turner asked the Director and the Board Secretary to make sure there is a plaque or certificate for his years of dedicated service to the library to be ready for the last Board meeting he attends.

Unfinished Business:

Report from Attorney Re:

Auditor O'Neill & Gaspardo – The charges on the current invoice was from the September 2012 meeting when the auditor was present and had to wait through an executive session. O'Neill & Gaspardo informed the Attorney by email that they would waive the fees this time but that they also asked when an auditor is present for a meeting to please place him first on the agenda and the Trustees present agreed. The Attorney gave a copy of the email to the Director for the library's files.

Quality Alarm – There is no documentation or record that can clearly pin point a date that the alarm service began operating. In absence of this date, the Board must use the August 2014 date when the current contract expires. The Attorney suggested to renegotiate early before this August date or to find a new firm. This Director will put this in his files for 2014.

New Business:

There are three people going to Seattle for the ALA convention later in January. President Turner informed the Trustees present that due to the fact finances are not what they were; Trustees should remember they will not be able to go to all conferences. The budget line is \$10,000.00 for seven Trustees which is approximately \$1428.00 for each Trustee. Seattle is just a small conference compared to what will be here in Chicago this year. President Turner expressed if you go to the conference in

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Seattle, you will not be able to go to Chicago. Trustee Kellogg-Weaver thought President Turner was over stepping her bounds on who can and cannot go where. It should be up to the Director to say which employee can or cannot go. President Turner thought that this was a budget issue. After a few more minutes of discussion it was found out President Turner and Trustee Kellogg-Weaver were talking about two different items.

President Turner was talking about Trustees going and Trustee Kellogg-Weaver was talking about employees attending. President Turner was in agreement with Trustee Kellogg-Weaver when it came to employees going; it was the decision of the Director. Trustee Patterson would have made a different decision if she has known about this beforehand. There is also a separate budget for small retreats that is about \$4000.00. If another Trustee did not want to attend a conference and you do, and there is money and the Board approves it by all means attend. Two trustees, Keith Price and Roberta Patterson and one employee, Sandra Flowers, will be attending the ALA Conference in Seattle.

Recording Secretary – President Turner said recording secretaries are rather expensive \$150 to \$300 per meeting and if you go over time the price is higher yet. This matter will be explored further.

E-Rate – President Turner would like to know what is going on with e-rate? The Director informed the Board we are still waiting for approval from a year ago. We could purchase items ahead of time but that doesn't mean we will be reimbursed for them. The Director is to check into this and see if an answer can be found for the Board.

Goals for the Upcoming Year –

Secretary R. Patterson – would like to table her goals until the next meeting to think further on the matter. President Turner asked her to write them down and turn them into Trustee Fields.

Trustee B. Fields – would like to see some movement on the building project, such as the contract with the architect, the selection of a construction manager and finalizing design plans, etc.

Trustee J. Kellogg-Weaver – would like to "Ditto" Trustee Fields and add that we need to get a Friends of the Library started. Trustee Fields has a packet that she has delivered to a few interested parties. We need to involve businessmen, businesses, community leaders and others. President Turner reminded them that the Friends of the Library can only do what is Board approved and to go online to ALA and ILA and research all the information they can find. There are rules, and the persons cannot be involved in Library politics. Also keep in mind that the citizens of Harvey think we have \$16 million dollars in hand. We need to be aware of what is going on with what monies we have so we don't fall victim to anyone or anything. Keep in mind that we no longer have the monies from Dixmoor or Phoenix and we have the shortfall in taxes since 2006.

President Turner – would like to see us move ahead with the building project but also to start looking into getting a bookmobile. Last year Trustee Kellogg-Weaver got the matter started with getting the 154th block of Turlington made into a two-way street. Once we start our plan and sign off on them we must be committed to them. We must decide what we want, start some fundraisers and stick to it.

Secretary R. Patterson wanted to know if we need to put information on the building project out to the public. The Attorney said we need a current construction project cost and diagram or plan for the public and this has not been done. The public needs to know what we are going to do with the referendum and once we know we will let them know.

Audience Participation:

IHC Construction – We are a construction management firm and we come to your meetings often. Hopefully when the time comes we will be able to help you and you will want to deal with us at the same

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time you are working with your architect.

Trustee J. Kellogg-Weaver made the motion to go into executive session and was seconded by President Turner.

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

Motion Carried.

Secretary R. Patterson made the motion to resume the regular meeting and was seconded by Trustee J. Kellogg-Weaver.

President Turner made the motion to adjourn the meeting and was seconded by Secretary R. Patterson

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

Motion Carried.

Meeting adjourned at 8:15p.