

## Harvey Public Library District's Board Minutes

November 14, 2013

President Price called the Library Board meeting to order at 6:01pm.

Roll Call Vote:

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali, and Keith Price

Absent: William Wiley

### **MINUTES OF THE PREVIOUS MEETING**

President Price made a motion to approve the minutes from the previous meeting and was seconded by Joyce Kellogg-Weaver.

Roll Call:

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali, and Keith Price

Absent: William Wiley

Motion Carried

### **APPROVAL OF BILLS AND REVIEW OF ACCOUNTS**

President Price made a motion to approve the bills and accounts from October 2013 meeting and was seconded by Trustee Roberta Patterson.

Roll call:

Ayes: JoAnn Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali, and Keith Price.

Motion Carried

### **CORRESPONDENCE & ANNOUNCEMENTS**

Director Flowers states that the library is in need of more meeting space to accommodate patrons with special projects. The office behind the Circulation Desk is a good spot to turn into an activity/meeting room. If we make the front office a dual meeting/activity room, then we can put the four cubicles in Sue's old office for staff.

It was decided that the front office area behind the Circulation Desk would be made into a space for managers, with new cubicles, the Youth Services Office will be turned into a study room, and Sue's old office will become a meeting room for the public. The cost to purchase the cubicles should be about \$5000.

Trustee Wiley joined the Board meeting in progress about 6:35pm.

Trustee Fields explained that the old books were being removed from library shelves and the back area because of mold and mildew. This will make room for the remodel and the adding of cubicles for the staff.

The old VHS cases needs to be removed to free up space for the copier and more storage.

The line dancing participants have agreed to pay the \$5.00 per session to off-set the cost of the instructor, Dawn Avery.

The Open Mic program will be December 6<sup>th</sup> at 5:00pm.

Monday, December 16<sup>th</sup> will be a Holiday Cake and Pie Bakeoff, a fun event that will be judged by the trustees. The best nominee will receive a \$50 gift card from Walt's. The Trustees who have agreed to be judges are: Trustee Wiley, Trustee Fields, Trustee Kellogg-Weaver, and Trustee Nesbit.

The New Year's Eve celebration will be on Saturday, December 21st. It will be a Brazilian Jazz Concert, performance by Luciano Antonio.

The LIRA Program is up for renewal for the Library's Insurance. Arthur & Gallagher is partnering with ILA to start a consortium with a group of other libraries. We will be saving 11% on our Library Insurance.

The Library's attorney will be reviewing the consortium insurance resolution in time for a discussion and decision at the next board meeting.

The painting of the theater is complete and the carpet is in and ready to be installed. The cost of the carpet is under \$2000.

The Truth and Taxation Ordinance and Tax Levy are ready for review, a signature, and ready to be filed by December 31<sup>st</sup>. The Annual Receipts and Disbursement are ready for revision and signature.

There are two bids; \$1700 and \$1400, to buy a 16x16 collapsible stage for theater programs. The board likes it but made no decision on purchasing.

The Board discussed purchasing updated laptops for the library with E-rate internet services. The E-rate will not cover the laptops purchased but will cover wireless services and internet cards, according to Director Flowers. No final decision was made.

## **REPORT OF TRUSTEES AND COMMITTEES**

President Price stated that we have \$748,000.00 in our general funds until the end of the fiscal year, which will be deposited into a separate account for auditing purposes. The current purchases being made for Library upgrades will not affect the budget.

Director Flowers stated that Trustee Wiley wants her to bring up something about the donated money for the Washington DC Fund. These funds were acquired by former Board President Ms. Annette Turner. Ms. Turner acquired these funds, as donations, to send kids to Washington DC for a library activity for the Youth Services Department. It was asked if we can use the money for another program, like the "Breakfast for Santa" activity.

Director Flowers stated that we need to send a letter to the people who donated this money to us, granting the Library permission to use the money for another program. We have the check stubs which will give us their address for the letters. The money totals up to \$2864.36. After a brief discussion from Board members, it was stated that Director Flowers cannot do anything about the funds from this point forward, if she feels uncomfortable with this money, or if anything comes up about the money, just bring the matter to the Board.

### **UNFINISHED BUSINESS**

New Library plans and expenditures.

Attorney Christopher Clark talked with GLEO, a non-profit organization, about the purchase of the land that is being considered for the new Harvey Public Library.

Director Flowers presented the cost analysis for the Freegal Program states that the cost of DVD & VHS titles has reduced over the years; we are in the process of conducting a cost analysis for Freegal. Freegal will allow the library access to over 159 titles a month at the cost of about \$3000. Patrons can check out up to 3 movies through the library's website, which will eliminate lost and damaged materials. This service will save the library money because we won't have to buy replacement DVDs or recoup money from patrons who will not pay their fines for lost/damaged DVDs.

Trustee Roberta Patterson made a motion to go with the Freegal Program and was seconded by Trustee William Wiley .

Roll call:

Ayes: Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Yassim Ali, and Keith Price.

Nays: JoAnn Nesbitt

Motion Carried

President Price made a motion to approve the Truth and Taxation Ordinance and was seconded by Trustee Roberta Patterson.

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

Motion Carried:

President Price made the motion to go into Executive Session at 7:36pm.

Roll Call:

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

President Price made a motion to approve the Annual Statement of Receipts and was seconded by Trustee Roberta Patterson.

Roll Call:

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

Motion Carried

President Price made a motion to have the Harvey Cults Cheerleading fundraiser, the Dance & Cheer team, use the theater for two separate fundraiser events and was seconded by Trustee Yassim Ali. The dates to use the theater will be determined later.

Roll Call:

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

Motion Carried

The Board discussed asking those individuals who donated money for the Washington DC trip if they want to redirect the money to be used to assist the Harvey Cults Cheerleading Team to help them go to Florida. No final decision was made.

President Price made a motion to adjourn and go into Executive Session and was seconded by Trustee William Wiley.

Roll Call:

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

Motion Carried

The Board returned to regular session at 8:22pm.

President Price makes a motion to accept the severance package B for employees "A & B" and was seconded by Trustee William Willey.

Roll Call:

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

Nayes: Barbara Fields

Motion Carried.

President Price made a motion to continue the Board Meeting until the next day at 4:00pm, to look at land options for the new library and was seconded by Trustee Joyce Kellogg-Weaver.

Roll Call:

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

Motion Carried.

On Saturday, November 15<sup>th</sup>, after returning from viewing possible land sites for the new library, President Price made a motion to adjourn this Board Meeting until next month.

Roll Call:

Ayes: JoAnn Nesbitt, Yassim Ali, Joyce Kellogg-Weaver, and Keith Price.

Motion Carried.