

Harvey Public Library District's Board Minutes

February 13, 2014

President Price called the Library Board meeting to order at 6:10pm.

Roll Call Vote:

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

Absent: William Wiley

MINUTES OF THE PREVIOUS MEETING

Trustee Patterson made a motion to amend the agenda so that item 7E under New Business- personnel and legal matters is moved to Executive Session. Trustee Patterson states that she would like for personnel and legal matters to always be listed in executive session in the future.

Roll Call Vote:

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

Motioned Carried.

Trustee Patterson made a motion to amend the agenda and put 5C-under Finance Committee Report of Trustees.

Roll Call Vote:

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

Motioned Carried.

President Price made a motion to amend the minutes to clarify the statement "employee "B", let nature take its course, to say "let the authorities do their job." It was seconded by Trustee Patterson.

Trustee Wiley joined the meeting at 6:40pm

Roll Call Vote:

Ayes: JoAnn Nesbitt, Trustee Wiley, Yassim Ali, Barbara Fields, Roberta Patterson, and Keith Price.

Abstain: Trustee Kellogg-Weaver

Motioned Carried.

President Price made the motion to approve the minutes with the adjustments. It was seconded by Trustee Patterson.

Roll Call Vote:

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

Motioned Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Paterson made to motion to pay all the bills, except check #18850.

Roll Call Vote:

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

Motioned Carried.

President Price stated that space in the library's newsletter should showcase the new programs and services available at the library and people need their library cards to take part. During school registration, the library sends a representative to take library applications to be completed by the parents with proper identifications. The library representative will attend all formal school events and parent /teacher conferences. After each event, after the library cards a ready for pick-up, run advertising on cable channel to let people know cards are ready for pick-up.

REPORT OF LIBRARY DIRECTOR

Director Flower's states that the HPLD will be filling three part-time vacancies.

She has been working closely with the auditor to find the appropriate documents so this audit can be successful. We are almost near completion. HPLD has received the engagement letter from the auditor for a fee of \$3200.00.

Jamie Westley is a certified tax preparer she has volunteered her time to prepare senior's taxes for free as a service to the community. Jamie hours are Wednesdays from 6:00pm to 8:00pm

The University of Illinois Extension will be hosting a program on the History of Soul Food and its origin. It will be Friday, Feb. 21, 2014 at 6:00pm. It's a free program to the public. Guest speakers are Jondae Scott and Elizabeth Verzo.

College Financial Aid Seminar will be held on Monday 24, 2014 at 4:30pm to help teens fill out college application and FAFSA forms.

HPLD now has study and meeting rooms available for community use.

Director Flowers updated the Agency Filers List with the Cook County Clerk's Office and added the new trustee's names. The trustees must file the Economics Statement of Interest by 5/1/14. Those trustees who file after the deadline will have to pay a \$15 late fee to the Cook County Clerk's Office.

The library's newsletter comes out 4 times a year. Once it's completed it will be forwarded to the trustees and Board president.

REPORT OF TRUSTEES AND COMMITTEES

Policy Committee report.

Trustee Patterson addressed the Policy Committee Meeting and issues concerning policies. The committee updated various policies from the policy manual. Trustee Patterson recommended that the entire board meet with the Policy Committee as a whole so that everyone can be informed about updated policies.

Building Committee Report

Trustee Patterson detailed what was discussed at the first meeting. They want approval from the board to issue a RFQ and to hire a Construction Project Manager for this project. They also want to propose that they choose a deadline as to how long they want to wait for the grant money before they look at other means of financing the new library.

Director Flowers stated that "The library cannot start the building project before the construction grant is awarded.

Finance Committee

Trustee Kellogg-Weaver states that the library have been paying for storage for past 4-5 months on things that needs to be either sold on e-bay, to the public, or donated to another charity. The board needs to see what's there and make a decision as to what to do with the materials in the storage unit. Trustee Kellogg-Weaver states that the board can meet at Cube Smart Storage at 5:00pm on Feb. 18th.

The name of the bank that we used has been changed from Citizen Bank to Merchant Bank.

UNFINISHED BUSINESS

RFQ's and discussion of bonds table to next Building Committee Meeting.

New Business

President Price asked welcome guest speaker, Mr. Alvin Boutte of Kipling Jones Municipal Underwriting to discuss securing of bond. Mr. Boutte has looked at HPLD's financials and audit information and will give the Board an idea of what they can secure with this library project.

Suggestions were made by the board to wait until April 2014 to hear anything about the grant. After a discussion the board decided to start the planning process at the next committee meeting.

Library closure policy for inclement weather says that the library stays open as a warming center. Director Flowers proposed that the management staff should come into the library during inclement weather as a warming center without library services.

AUDIENCE PARTICIPATION

Moody & Nolan shows the design, floor plan and layout of the original building plans from two years ago for the development of the new library project.

EXECUTIVE SESSION

President Price made a motion to adjourn into executive session at 8:07pm. Trustee Patterson seconds this motion.

Roll Call Vote:

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

Motion Carried.

President Price called the Board back into regular session at 9:04pm and was seconded by Trustee Patterson.

Trustee Patterson made a motion to increase the employees' salaries range up to code so it can become effective based on merit and was seconded by Trustee Nesbitt.

Roll Call Vote:

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

Nays: Trustee Wiley

Motion Carried.

Trustee Patterson made a motion to sign check #18850. Trustee Wiley seconded the motion.

Roll Call Vote:

Ayes: JoAnn Nesbitt, Yassim Ali, Barbara Fields, Trustee Wiley, Joyce Kellogg-Weaver
Roberta Patterson, President Price.

President Price adjourned the meeting at 9:15pm

Roll Call Vote:

Ayes: JoAnn Nesbitt, Yassim Ali, Barbara Fields, Trustee Wiley, Joyce Kellogg-Weaver
Roberta Patterson, President Price.

Motion Carried.