

Harvey Public Library District's Board Minutes
July 10, 2014

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

Members Present: Joann Nesbitt, William Wiley, Roberta Patterson, Joyce Kellogg-Weaver,
Barbara Fields, Yassim Ali and Sandra Flowers.

Absent: Keith Price

Approval of Minutes:

Vice President Fields made a motion to approve the June 23, 2014 Board Meeting Minutes and was seconded by Trustee William Wiley.

Roll Call:

Ayes: Joann Nesbitt, William Wiley, Roberta Patterson, Joyce Kellogg-Weaver,
Barbara Fields and Sandra Flowers.

Nays:

Motion Carried.

Approval of Bills and Review of Accounts:

Trustee Kellogg-Weaver made a motion for approval of bills and accounts from June 2014 and was seconded by Secretary Roberta Patterson.

Roll Call Vote:

Ayes: Joann Nesbitt, William Wiley, Roberta Patterson, Joyce Kellogg-Weaver,
Barbara Fields and Sandra Flowers.

Nays:

Motion Carried.

Correspondence and Announcements

Listed in Director's Report

Report of Library Director

Director Flowers states that the Audit of fiscal year 2013 has been completed and the new Audit for the current fiscal year 2014 is now in progress as of July 1, 2014.

Tentative Budget Ordinances, Prevailing Wage Ordinance and Non-Resident Library Card Ordinance are in the Board packets awaiting approval by Board Members. IPLAR Annual Report is due September 1, 2014. Director Flowers states that she will have IPLAR information from chapter 7 at next Board meeting for board members to review. Illinois State Librarian is requiring registration for the newly developed EDGE Program prior to submittal of IPLAR. Director Flowers explains that a Trustee will be selected to complete an online survey for EDGE registration.

Director Flowers announces that the Board President will have to assign two Trustees to review monthly Board Minutes and approve them.

The Secretary Audit and Certification page has to be signed and mailed in to Springfield at next board meeting in August.

Director Flowers discusses the ALA Conference in June that she attended, which introduced several new apps for the legally blind and physically handicapped Patrons. She also attended classes on Meeting Room Policies, Library Policies, Library Structures and Technology Innovation.

Attorney Christopher Clark joins meeting via telephone.

Report of Trustees/Committees

Building Committee: Trustee William Wiley states that the property discussed in previous Board meeting for Parking Lot renovations, owner has now increased selling price.

Joyce Kellogg-Weaver suggests that Trustee William Wiley take along two more board members to negotiate selling price with property owner.

Vice President Fields states that the Library should pay asking price and proceed with renovation plans. Joyce Kellogg-Weaver agrees with Vice President Fields.

Vice President Fields asks Attorney Christopher Clark for his opinion.

Attorney Christopher Clark recommends that the Library's Project Manager be involved in the decision making of this renovation project because it coincides with the building of the Library. He also states that after property is purchased, it will be demolished, which will cost Library additional funds. He states this is why he suggests Project Manager becoming involved, who will access the total costs and budget.

Jack Hayes, possible retained Project Manager is introduced to the meeting.

Sandra Suggests that the 1st property be purchased and the 2nd property pursue as Interment Domain, while going through renovations.

Trustee Kellogg Weaver asks the cost of his expertise.

Jack Hayes suggests an initial amount based upon individual projects at an hourly rate. Cost is not to exceed initial amount unless brought back to Board with a new agreement.

Attorney Christopher Clark interjects and reiterates that what Trustee Kellogg- Weaver is inquiring about is overall cost for the entire renovation project.

Trustee Kellogg-Weaver wants Attorney Christopher Clark to acquire properties for Library instead of Project Manager. She also wants Attorney Clark to find out if Bid needs to be made for hiring Project Manager.

It was decided by all Board members that once the attorney looks into acquiring the properties and finding out whether or not it's necessary to bid out for a Project Manager, a special meeting would be held to determine retaining Mr. Jack Hayes as Project Manager.

Policy Committee: Secretary Patterson states that either the Board members or the Director of the Library should be notified if there is a meeting being held in the Library. No single person can call a meeting in the Library without making the Board or Library Director aware. It was suggested that the Meeting Room Policy be reviewed and updated. It was decided that Meeting Room Policy will be updated and discussed at next Policy Meeting.

Nepotism: President Price asked for this to be place on agenda to be discussed. Since the President was absent the Board members decided to pass on this subject.

Trustee Wiley made a motion to table Nepotism to the next meeting and was seconded by Trustee Kellogg-Weaver.

Roll Call Vote:

Ayes: Trustee William Wiley, Trustee Joyce Kellogg-Weaver and Vice-President Barbara Fields

Nays:

Abstained: Trustee Joann Nesbitt, Trustee Yassim Ali and Secretary Roberta Patterson

Motion Carried.

Planning Committee: Trustee Kellogg-Weaver states that the Library should be used for a cooling station, homeless shelter and disaster safe haven. She suggests that the Library be disaster ready and offer disaster education and informative meetings to the community.

Vice-President Fields suggest that Director Sandra Flowers implement a CPR Class in the Library.

Director Flowers states that she will check into that.

Unfinished Business:

Purchasing Property with Possible Action was already discussed.

City of Harvey Business License: Director Sandra Flowers states that she spoke to Judy Sepit and she responded that the letter was a mistake and it would be taken care of immediately. She also stated that Latonya Rufus would be informed as well.

Jack Hayes: Jack Hayes briefly explains the design process with the future Library expansion.

Director Flowers compliments him on how well he is doing on Richton Park Library.

Jack Hayes responds that he can set up a day in August when the Board members can visit and he would personally give them a tour of the finished project at Richton Park Library.

Alvin Boutte: Director Flowers states that she tried calling him and was not successful. She left him voice mail messages with no response.

New Business:

Prevailing Wage Rate Ordinance: Director Sandra Flowers briefly explains this yearly ordinance to send to RAILS which was signed by Vice-President Fields and Secretary Patterson.

Trustee Kellogg-Weaver made a motion to adopt the Prevailing Wage Rate Ordinance No. 2014-1 and it was seconded by Trustee Ali.

Roll Call Vote:

Ayes: Trustee Joann Nesbitt, Trustee Yassim Ali, Secretary Roberta Patterson, Trustee William Wiley, Trustee Kellogg-Weaver and Vice-President Fields.

Nays:

Motion Carried.

Non-Resident Library Cards Ordinance: Director Sandra Flowers explains how the Non-Resident Card Ordinance allows patrons that live in neighboring cities to utilize Harvey Public Library Card benefits.

Trustee Kellogg-Weaver made a motion to adopt the Non-Resident Library Card Ordinance No. 2014-2 and it was seconded by Secretary Patterson.

Roll Call Vote:

Ayes: Trustee Joann Nesbitt, Trustee Yassim Ali, Secretary Roberta Patterson, Trustee Kellogg-Weaver, Trustee William Wiley and Vice-President Fields.

Nays:

Motion Carried.

Tentative Budget Ordinance: Trustee Kellogg-Weaver made motion to approve Tentative Budget Ordinance No. 2014-3 for thirty day public viewing and was seconded by Trustee William Wiley.

Roll Call Vote:

Ayes: Trustee Joann Nesbitt, Trustee Yassim Ali, Secretary Roberta Patterson, Trustee William Wiley, Trustee Kellogg-Weaver and Vice-President Fields.

Nays:

Motion Carried.

Annual Audit Report: Director Sandra Flowers and Secretary Roberta Patterson review the previously approved Annual Audit Report.

Audience Participation: No audience participation.

Vice-President Fields states they are going into Executive Session to discuss the Attorney's Resolution/Contract.

Adjourn to Executive Session:

Secretary Roberta Patterson made a motion to go to Executive Session and it was seconded by Trustee Joyce Kellogg-Weaver.

Roll Call Vote:

Ayes: Trustee Joann Nesbitt, Trustee Yassim Ali, Secretary Roberta Patterson, Trustee William Wiley, Trustee Kellogg-Weaver and Vice-President Fields.

Nays:

Motion Carried.

The Board adjourned Executive Session at 7:30 pm.

The Board returned for regular session at 7:54 pm.

Secretary Patterson made a motion to accept the Attorney's Resolution/Contract and was seconded by Trustee Ali.

Roll Call Vote:

Aye: Trustee Joann Nesbitt, Trustee Yassim Ali, Secretary Roberta Patterson, Trustee William Wiley, Trustee Kellogg-Weaver and Vice-President Fields.

Nays:

Motion Carried.

Secretary Patterson made a motion to adjourn from regular session and Trustee Kellogg-Weaver seconded this motion.

Roll Call Vote:

Aye: Trustee Joann Nesbitt, Trustee Yassim Ali, Secretary Roberta Patterson, Trustee William Wiley, Trustee Kellogg-Weaver and Vice-President Fields.

Nays:

Motion Carried.

The Board adjourned regular session at 8:15 pm.