

Harvey Public Library District's Board Minutes  
June 23, 2014

Finance Meeting

Trustee Joanne Nesbitt called the meeting to order at 5:30pm.

Members Present: Joann Nesbitt, Joyce Kellogg-Weaver, Barbara Fields, Roberta Patterson, Sandra Flowers, and Christopher Clark.

Absent: Keith Price, Yassim Ali and William Wiley

**Finances:**

Trustee J. Kellogg-Weaver began financial discussion with the Harvey Public Library District receiving a check from the City of Harvey for replacement tax. Trustee J. Kellogg-Weaver states that money owed to Harvey Public Library District is paid in full by the City of Harvey. Director S. Flowers would be in correspondence with the city via email prior to future replacement tax disbursement.

**Property Purchase:**

A discussion was held regarding the purchase of the home at 15444. Attorney Christopher Clark states that he attempted to reach out to property owner who has been to date unresponsive. Attorney C. Clark also states that the home next to the church, its owner was contacted and again unresponsive. Director S. Flowers states she had a discussion with one of the owners of the property about donating and the owner responded that he would rather sell than donate. After an extensive conversation on property it was concluded that a final attempt would be made to speak with owner at church in order to agree on purchase price of property.

President Price joined the meeting at 6:00pm

Float for July 4<sup>th</sup> Parade:

Director S. Flowers introduces the T-shirts that will be worn by Trustees and staff during parade. It was discussed that not all trustees were contacted about requested T-shirt size so Director S. Flowers reassures them that she would have a staff member follow-up.

Trustee J. Kellogg-Weaver made the motion to adjourn the meeting.

Roll Call Vote:

Ayes: Keith Price, Joann Nesbitt, Barbara Fields, Roberta Patterson, Sandra Flowers, and Christopher Clark.

Nays:

Motion Carried.

Meeting Adjourned at 6:10pm.

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Trustee Barbara Fields called meeting to order at 6:16pm.

Roll Call Vote:

Members Present: Joann Nesbitt, William Wiley, Barbara Fields, Roberta Patterson  
and Joyce Kellogg-Weaver and Keith Price.

Absent: Yassim Ali

Approval of Minutes: Trustee Fields made the motion to approve the June 23, 2014 minutes and was seconded by Trustee William Wiley.

Roll Call Vote:

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

Nays:

Motion Carried.

**Approval of Bills and Review of Accounts:**

Trustee Nesbitt made motion to approve the month of June bills (May 1<sup>st</sup> -31, 2014) and was seconded by Roberta Patterson.

Roll Call Vote:

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

Nays:

Motion Carried.

Vice President Fields wants to clarify specific bills on page 1. Director S. Flowers explained that Reference Librarian ordered books on Elected Officials for the updated year. Vice President Fields wants update on comic books. Director S. Flowers states that comic book expert is classifying all comic books. Afterwards the Library's intention is to sell.

Trustee Wiley wants clarity on carpet service charges on page 5675 by Director S. Flowers. She responded with details of all the work the company does besides cleaning the carpet. It was brought up by more than one trustee on paying certain bills early in order to avoid late charges and not waiting until board meetings for all bill payments. It was agreed that some bills should not wait and accrue late charges.

### **Correspondence & Announcements:**

Director S. Flowers reminds the trustees of the July 4, 2014 Parade. Trustee Kellogg-Weaver expresses concerns about the float being handicap accessible. Director S. Flowers states that Janis Elmore, manager of Adult services is researching the options on that being accommodated.

Vice President Fields announces the 11 year American Cancer Relay this coming weekend.

Director S. Flowers announces the order of pickup for the upcoming Las Vegas Conference.

President Price announces that all legal matters or discussions should be listed under Executive Session on Agenda for future Board meetings.

### **Report of Library Director:**

Director S. Flowers announced the large attendance rate of adults and children at the Summer Lawn fest for the Summer Reading sign up.

The adult reading program is sponsoring a boat trip that will travel along Lake Michigan for those participants involved in more than one program.

Director S. Flowers informs the Board that The City of Harvey has been mailed a second letter for State Licensure verification, which was done in error. Trustee J. Kellogg-Weaver advised Director S. Flower to speak with Latonya Rufus and resolve this issue.

### **Report of Trustees and Committees:**

Building Committee-Trustees discussed purchasing property at 15444 and meeting with property owner for negotiation.

Policy-Director S. Flowers states that revised copies of the policy are in their personal packets waiting for their approval.

Planning Committee-Vice President Fields asks permission to proceed on Friends of the Library program. Vice President Fields also asks if it would be conflict to have an attorney a member of Friends of the Library. Attorney C. Clark responds that he advises against that.

### **Unfinished Business:**

Purchasing property-Already discussed.

Updating Policy-Director S. Flowers presents policy on employee rules of conduct and Library procedure when code of conduct is violated which was requested by the previously attended board meeting.

**New Business:**

Director S. Flowers presents the IMRF Resolution and asked for it to be signed by Trustee Patterson and President K. Price. Director S. Flowers also explains income adjustments made for employees opting out of insurance and those utilizing the insurance.

**Audience Participation:**

Audience member states that he hopes all the Board members have a safe trip.

Audience member asks, "Those houses that you all are trying to get for the parking lot, is it moving or have you ran into any road blocks with it?" Attorney C. Clark responds that so far it is moving.

**Adjourn to Executive Session:**

Vice-President Barbara Fields made a motion to adjourn into Executive Session and it is seconded by President K. Price.

Roll Call:

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

Nays:

Motion Carried.

The Board returned for regular session at 7:53pm.

Secretary Patterson mad a motion to adjourn from regular session and Vice-President Fields seconded this motioned.