

Harvey Public Library District's Special Finance Meeting  
September 11, 2014

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

Members Present: JoAnn Nesbitt, Kellogg-Weaver, Wiley, Patterson, Fields, Price and Flowers

Absent: Ali

**Approval of Budget Ordinance:**

Trustee Wiley opens the discussion about the Board Members budget of \$10,000 a year for travel. Trustee Kellogg-Weaver reminds the board that this is why she asked Director Flowers to give them the total amount of money that was spent so far by the Board. Director Flowers informs Trustee Kellogg-Weaver that she was not able to retrieve that information requested due to computer issues that is presently being rectified by Tech Services Manager. Secretary Patterson asks for clarity on the \$4,000 budget for the Trustees and if that is separate from the \$10,000 budget. Director Flowers clarifies that the \$10,000 budget a year is for the Trustees trips to Conferences and the \$4,000 is separate for miscellaneous expenses such as the book bags that were passed out to children during the yearly Library Fest. Director Flowers explains that this yearly budget is for every Fiscal year which is July of the present year through June of the following year. She states when the Trustees go on more than one trip a year, which includes the Annual ALA Conference that is when it gets close to the exhaustion of the \$10,000 annual budget. Trustee Kellogg-Weaver asks what the allotted amount is for each Board Member. Director Flowers states \$1,428.57. Trustee Patterson states that the policy should be changed due to inflation. Vice-President Fields agrees. Trustee Patterson expresses that travel and expenses have become more expensive over time. She reiterates that it should be reevaluated since it hasn't been changed in twenty years. Trustee Patterson discussed increasing the budget by \$4,000 for board members travel. Board Members ask if this should be voted on during the Regular Meeting. Attorney Jarad states that Budget Ordinance is already on the agenda for the regular meeting. She states a trustee can make a motion to amend the budget and if that passes then the Board can adopt the Budget Ordinance. Vice-President Fields asks President Price what he suggests. President Price states that if the Board Members want to increase the travel budget that the \$4,000 dollars needed can be taken from the staff of the Harvey Public Library. Trustee Wiley and Director Flowers disagree with taking the \$4,000 from the Staff because this money is needed for them to get the proper training in order to run the library. Director Flowers states that library training is needed and necessary for the Youth Services department, Management and Directorship. President Price makes another suggestion to take \$2,000 from the staff then find another area to take the remaining \$2,000 from. Director Flowers suggest to take the \$4,000 from the Tech Services Department. It was decided by the Board that this matter will be voted on in the regular Board Meeting.

**Public Participation:**

Mr. Nunn states he has concerns about the financial budget amount. Director Flowers states that the numbers are projected amounts. Mr. Nunn is concerned that the budget could be at a deficit and the Board members reassure him that a deficit will not and has not ever occurred.

President Price made a motion to adjourn Special Meeting at 6:35 pm. and Trustee Patterson seconded.

Roll Call Vote:

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

Nays:

Financial Meeting adjourned

Harvey Public Library District's Board Meeting  
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President Price called the meeting to order at 6:36 pm.

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

Absent: Ali

**Approval of Budget Ordinance:**

Trustee Patterson made a motion to amend the particular line item concerning computer and internet from \$250,000 to \$246,000 in the Budget Ordinance and was seconded by President Price.

Roll Call Vote:

Ayes: JoAnn Nesbitt, Roberta Patterson, Yassim Ali and Barbara Fields

Nays: William Wiley, Joyce Kellogg-Weaver and Keith Price

Motion passed.

Trustee Patterson made a motion to accept the budget as amended concerning computer and internet and was seconded by President Price.

Roll Call Vote:

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

Nays: William Wiley and Joyce Kellogg-Weaver

Motion Carried.

**Approval of Minutes:**

Trustee Kellogg-Weaver states that she would like the August 14, 2014 Minutes revised on pg 6 where it states that she made the motion to dismiss Attorney Christopher Clark when she abstained. She also stated that she would like the October 14, 2013 minutes amended where it states, "stuff" that she said get rid of. Trustee Kellogg-Weaver clarifies that the "stuff" mentioned were old tables and chairs that the Board Members had already voted on.

President Price made a motion to approve the minutes with the adjustments stated by Trustee Kellogg-Weaver and Trustee Kellogg-Weaver seconded.

Roll Call Vote:

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

Motion Carried.

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

President Price made a motion to approve the bills and was seconded by Trustee William Wiley.

Roll Call Vote:

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

Nays:

Motion Carried.

**Correspondence and Announcements:**

Director Flowers states that she attended a Library Meeting in Bur Ridge about the new system. She explains the old system is Millennium and will be obsolete and the new system will be called Sirsi Dynix. She says that all staff have to be trained on this system. During training the Library will be shut down to integrate the system. She also informs the Board that one of the servers wasn't compatible and in order for it to operate properly it has to update to Window 7 or Windows 8. The new server is right around \$1,000 to get it up and running. She also states that it was suggested by the American Library Association that going virtual would be highly recommended, but it is very expensive in terms of cost.

Vice-President Fields asks how soon the training will begin for the staff. Director Flowers responds that it will start right away, perhaps in the next two weeks after the workshops for Building Project is done.

Vice-President Fields announces that she was notified by a board member of District 152 that the Harvey Public Library is participating in the annual "Back to School Parade."

William Wiley states that whenever the Library is invited to an event, the Board is invited also. He also states when children are in the parade or any event representing the Library the Board members are supposed to approve it.

Director Flowers acknowledges the Board's request.

President Price reiterates on how the entire Board should have been informed so that they could have been prepared.

Trustee Ali asks if this issue with the Parade is settled because he would like to move on.

President Price asks if it is the pleasure of the Board to relocate Board Meeting to the auditorium due to the overflow of guests attending. All Board Members agree to relocate to auditorium.

**Report of Library Director:**

Director Flowers States that she attended a Tax and Bond Seminar on August 28, 2014 in Rosemont, IL. The topic of discussion was preparing for a bond and tax rate reduction. She also states that she attended a meeting in Kankakee, IL on Electronic Audit.

Director Flowers updates the Board on Erate reimbursement which is a government program that reimburses nonprofits for telephone and internet bills. She informs the Board that a check was received for Phone and Internet in the amount of \$47,169.81 and shortly after AT&T mobility reimbursement of \$7,596 for the year 2012.

Trustee Wiley commends Director Flowers on her work on the Erate reimbursements and she thanks him.

Director Flowers continues to inform the Board stating that the Illinois Comptroller's Office Appeals Committee approved their request for fine reduction for late audit submittal for 2013. She states that the Annual Audit fine was initially \$1,850 and was reduced to \$462.50 and the Annual Report fine was initially \$1,070 and reduced to \$267.50. She states that the check was already processed for this bill.

Director Flowers presents to Board that a new Adult Service Manager was hired.

Trustee Wiley asks if there are other checks to be received from Erate. Director Flowers responds that they are anticipating checks for 2013 and 2014.

**Report of Trustees/Committees:**

Trustee Wiley and Secretary Patterson agree that there is no Building Committee Report at this time and there has not been a Policy Meeting recently.

**Unfinished Business:**

Jack Hayes, Project Manager updates the Board on what has occurred with regards of the Building project since last board meeting. He states they met with Director Flowers and Library Staff to kick off the design process.

Trustee Wiley states that he asked the Reverend, the son of the reverend and the church secretary to be present tonight to address the this matter. Trustee Wiley states that the church owns the property behind the parking lot in which they received an offer from a buyer in May, but declined to sell property to buyer in order to sell property to Library. He then asks the Reverend if he would like to speak.

President Price states at this time for the spokesperson for the church to please stand and respond.

Leroy Jones stands and introduces himself as Church Administrator of New Life Church of God in Christ, Reverend Leroy Jones Sr. Church Ambassador, Church Secretary of Board Karen Curry and Member of Board that deals with the books. He continues to say they are here to discuss corner property.

Trustee Wiley reiterates that they are here to discuss corner property, not Church property.

Leroy Jones goes on to say that they have been trying to secure the corner property since late spring. He states when he met with the Library Board Members 6 to 8 weeks ago he was informed that the Library was also trying to secure the property. He states he was surprised because they were trying to retrieve the property for the same reasoning, expansion of parking. He then speaks on behalf of the Pastor and Church Board and states that one question they want to know is does the Library have the Bonds? He states his concern is that they will back off from the property and something may fall through on the Library's end retrieving the Bond which would result in someone else buying the property. He poses the question to the Board what would be the difference between the church purchasing the property or the Library if they are both purchasing it to expand parking? He states that it would be one less building the Library would have to demolish if the church purchases it. He also wants to know if the building is needed for the Bonds then what is the church's guarantee? He also addresses his concerns being that since their congregation has been expanding that the Board has been gracious enough to allow the church to utilize the Library parking. He says this is a friendly Board but 5 to 10 years from now they may not encounter a friendly Board.

President Price interrupts and states that it was brought to the Board's attention that the church wanted to enter a contract agreement with the Library for 99 years.

Attorney Jarad states that this was something in discussion but there are several issues that still needed to be addressed. For instance, Maintenance, snow removal, landscaping. She mentions having a mutual easement agreement between the Library and the Church. The other issue was whether or not the Library was going to acquire the property at 15440 Turlington Ave or the Church.

President Price states if the Church is demolishing both properties needed to expand parking lot then it would be at the pleasure of the Board to maintain the lot. He emphasizes that the demolishing of the buildings by the Church saves the Library costs and in exchange the Library can upkeep the lot. He says this can be placed in writing for the 99 years.

Attorney Jarad states either a 99 year term or easement is what Attorney Wendy Thomas, the Church's attorney and I are contemplating at this time.

Trustee Wiley proposes that the Library maintains the lot which includes the snow plowing, landscaping, etc....

Trustee Kellogg-Weaver asks for clarity and states is the church saying that they will buy the lot.

After a discussion between the church and the board of trustees. President Price states that he feels this Board is willing to work with the Church as long as all parties think everything is fair. He doesn't believe there would be a problem at all. He states he is also confident that the Library District will get the Bond due to their history and finances.

Reverend Leroy Jones states whatever can be worked out is all for the community and all for the city of Harvey. He announces it is a win for the Library, a win for the Church and a win for the city of Harvey. He says that is the only thing that counts. He says both parties can work things out for the community and he is certain this can be done because the Board has already shown him that.

The Board members thank the Reverend for those kind words.

Trustee Wiley states that Mr. Hayes said that is the stumbling block right now. The whole design is being held up by this one property at 15440 Turlington Ave.

President Price agrees and states if we can't go this way then we would have to go another way.

Leroy Jones states that there is a contract in place with the attorney and they are awaiting to record the deed from the seller then there will be an executed contract that can be taken to the Church's Attorney, Wendy Thomas and have the closing date set for 2 weeks later.

Trustee Ali asks Leroy Jones what the time frame is on the entire process.

Leroy Jones responds within the next 30 to 45 days.

President Price requests a copy of the letter so that the Board can submit it to the City of Harvey to possibly expedite the process. The president directs Attorney Jarad to obtain the letter from Leroy Jones so that the Board can take it to the City of Harvey, ask questions and inform the City on the purchaser's intent.

Trustee Wiley responds that it is a little more than that. He informs the Board that the City of Harvey has tried to go in and inspect the property, but there is someone living in the property. He states, "A Squatter" which is not illegal.

The Board members agrees that squatting is not illegal.

Trustee Wiley says today after speaking with the Reverend he spoke with Ms. Rufus and found out that the property had already been on the demolition list so it shouldn't be a problem having the document signed. The inspectors don't have to go in and determine what needs to be fixed. He states he is very confident that this can be done.

Leroy Jones states if the Church backed off from the property and allowed the Library to purchase it, if it is possible to have something in writing on what is to happen if something goes wrong with the Library Bond issuance.

The Board members all agree to have a document drafted with alternative measures if there are issues with the Bond.

President Price says let's get that in writing within 24 hours, then everything should be mapped out. It will be determined whether the Church is going to tear down one property, back off from the other and the Library is going to purchase property and tear down; if that does not fall through the Church will get that property back to purchase and the Library will maintain the lots and work out the agreements on the years.

President Price states he would like to make a motion for the attorney to draw up the contract immediately so that this is out the way.

Attorney Jarad recommends that this decision be determined in closed session among Board members in the Executive Session agenda item Land Acquisition.

The Board members agree with Attorney Jarad.

Secretary Patterson asks for clarity on the construction not starting until January.

Renauld Mitchell, Architect responds that we are out to bid for January, targeting February or March.

The Board Members all clap.

Attorney Lance Tyson reiterates on debt policy saying this helps give the Library a better light when being analyzed by credit agency in the future. He states he is drafting a Preliminary Official Statement that is required when presenting the Library's financial status to a potential purchaser. The FCC requires this so that potential purchasers have detailed financial history and status of the entity. He says this is the preliminary document that helps Alvin Boutte market the Bonds then once it becomes sold it is then official statement. He also stated that things are progressing very well despite this being the first issuance for this entity which usually may slow the process.

President Price asks if there are any other questions from the Trustees.

The Board has no more questions at that time.

President Price states that Attorney Jarad made mention that Agenda B, AD-HOC Committee was skipped by mistake.

Project Manager, Jack Hayes states that an Ad-Hoc Committee is needed for the work shop. He says this a group of 2 Board Members that would be the mediators to relay information from the workshops to all members of the Board for approval. This would help in swift decision making while the construction design plans are moving forward.

Renauld Mitchell reiterates that an Ad-Hoc Committee is a smaller group of Board Members with a specific and dedicated task and those tasks dealing with the singular focus of this particular construction project.

Attorney Jarad reiterates by saying the AD-Hoc's purpose is to make sure the plan, budget, design and all things related to construction project is consistent with the Board's directives. It dissolves once that purpose is accomplished.

Vice-President Fields states that she would like to be a part of that.

Renauld Mitchell states that is completely up to them as Trustees.

President Price announces he will vote on this later.

**New Business:**

Holiday Meeting Schedule

Secretary Patterson made a motion to approve the Holiday Meeting Schedule and President Price seconded.

Roll Call Vote:

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

Nays:

Motion Carried.

**Audience Participation:**

Mr. Nunn is asking if the Board would be open to the community sitting and participating in these workshop meetings as part of the Ad-Hoc Committee.

President Price states that is totally up to the Board and that he personally doesn't have a problem with it but things have been stalled for so long that it is imperative that things move smoothly and efficiently.

Trustee Ali states that he would rather have just 2 Board Members to keep everything moving forward.

The Board agrees to discuss among themselves and it is duly noted.

Another audience participant asks when the Ad-Hoc Committee brings information to the Board for approval if the Community be allowed to sit in?

All Board Members stated yes, it would be on the agenda for discussion and the community can be present as they are today at this Board Meeting.

An audience participant asks about the home with the squatter living in it, if the demolishing of the building will cost her as a taxpayer anything?

The Board Members agree that this would either cost the Church, Library or both to demolish the building.

Secretary Patterson made a motion to adjourn to Executive Session and it was seconded by President Price at 8:16pm.

Roll Call Vote:

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

Nays:

Regular Session adjourned at 8:16pm

Trustees go into executive session at 8:16pm for the purposes of discussing pending litigation relative to employee A, Employee B employee status relative to Employee B, and Land Acquisition  
Returned to Regular Session at 9:10pm.

President Price made a motion to approve the pending litigation agreement document discussed in closed session for Employee A and authorize the signature of the President and Director.

Roll Call Vote:

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

Nays:

Motion Carried.

President Price directs statement to architect suggesting that he do the work for 8% and that this percentage is only 1% less of what he is asking for.

The architect then asks for 8.75%.

The Board decides to accept the architect's proposal for 8.75%.

Secretary Patterson states to give the architect what he is asking for.

Secretary Patterson makes a motion to accept the District's proposal dated September 8<sup>th</sup> with the amendment that the 8% be changed to 8.75% and Trustee Ali seconded.

Roll Call Vote:

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

Nays:

Motion Carried.

Secretary made a motion to adjourn the meeting and was seconded by President Price.

Roll Call Vote:

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

Nays:

Meeting adjourned at 9:30pm.