

Harvey Public Library District's Board Meeting Minutes

February 11, 2016

Board Meeting

President Patterson called the meeting to order at 6:19pm.

Members Present: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker, and Roberta Patterson

Absent: JoAnn Nesbitt and Barbara Fields

The Board of Trustees voted to have Vice-President Fields join the Board Meeting via telephone.

Trustee Harris states to let the record reflect that she's voting yes as long as the board is in compliance with the Open Meetings Act.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris and William Whitaker

Nays:

Abstain: Roberta Patterson

Absent: JoAnn Nesbitt and Barbara Fields

Motion Carried.

Vice-President Fields joins the Board Meeting *via telephone

President Patterson made a motion to amend the agenda and move Jack Hayes from 7A. on the Agenda to 3A. on the agenda and was seconded by Trustee Price.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker, *Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent: JoAnn Nesbitt

Motion Carried.

1. APPROVAL OF MINUTES

Trustee Harris states that she did not vote Ayes to the approval of minutes for November 2015, Board Meeting. She states that her vote is always Nay and the minutes should be corrected.

After reviewing the audio of the minutes, Director Flowers and her assistant found that Trustee Harris did vote Ayes to the approval of minutes.

Trustee Harris states that she did not vote Ayes to the approval of bills and review of accounts for November 2015, Board Meeting. She states that she voted Nay and wants the minutes corrected.

After reviewing the audio of the minutes, Director Flowers and her assistant found that Trustee Harris did vote Ayes to the approval of bills and review of accounts.

Director Flowers states that her assistant and she would listen to the minutes again and if the board does approve the minutes and Trustee Harris did say no what we will do is amend the minutes with said corrections.

Trustee Harris states that Annual Receipts and Disbursements was an action item on the agenda and states that she did not vote Ayes to this action item. Trustee Harris states that this was her first time seeing Annual Receipts and Disbursements and definitely did not vote to approve it. She states that she couldn't see it because the font was so small and therefore did not vote Ayes.

After reviewing the audio of the minutes, Director Flowers and her assistant found that Trustee Harris did vote Ayes to the approval of Annual receipts and Disbursements.

Trustee Harris states that she did not vote Ayes to go into Executive Session because she thought it was in violation of the Open Meetings Act.

After reviewing the audio of the minutes, Director Flowers and her assistant found that Trustee Harris did vote Ayes to go into Executive Session.

Trustee Harris states that she did not vote Ayes to the employee Christmas bonus list of employees by numbers instead of names.

After reviewing the audio of the minutes, Director Flowers and her assistant found that Trustee Harris did vote Ayes to the employee Christmas bonus list by numbers.

Trustee Harris states for the record that the employee Christmas bonuses should reflect the employee and what each one received and should not be listed by numbers to identify the employees.

President Patterson made a motion to approve the minutes with said corrections for December 2015 meeting and was seconded by Trustee Whitaker.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, William Whitaker, *Barbara Fields and Roberta Patterson

Nays: Jerlene Harris

Abstain:

Absent: JoAnn Nesbitt

Motion Carried.

2. APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Harris asked, Director Flowers if janitorial supplies are being bought on a weekly basis?

Director Flowers states that because of the new building different items were purchased. She asked, Trustee Harris if she would like to come into the library the following week so that she could pull the invoices for what she's asking about?

Trustee Harris did not answer.

Trustee Harris asked, Director Flowers about some purchases on the Sam's Club bill.

Director Flowers states that those were purchases made for the Breakfast with Santa program and when we receive donations that reimburses to those purchases.

Trustee Harris asked, about the Aramark Uniform charge on the bills.

Director Flowers explained to Trustee Harris that because there were five (5) weeks in that month and considering that HPLD pay bills the second week of each month, another week was added to those bills.

President Patterson made a motion to approve the previous month's bills and review of accounts and was seconded by Trustee Whitaker.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, William Whitaker, *Barbara Fields and Roberta Patterson

Nays: Jerlene Harris

Abstain:

Absent: JoAnn Nesbitt

Motion Carried.

3. CORRESPONDENCE/ANNOUNCEMENTS

A. Jack Hayes from FQC Construction Project Update

Jack Hayes thanks the Board of Trustees for amending the agenda for him. He states that he hopes that the board is happy with the progress of the library. Jack Hayes states that he conducted a walk-through of the library before attending the board meeting. He states that the library is being well utilized.

Jack Hayes states that the transition was great due to a lot of help from the staff. He states that the project is falling into the second (2nd) phase, which will go into May 2016. Jack Hayes states that the projected finish time is in May as of now and the project is moving along very well.

Trustee Ervin asked, Jack Hayes would he say the finish of the project would be early or late May?

Jack Hayes states that he thinks that the date will be an early May date, but publicly would like to give a May 15, 2016, completion date.

Trustee Harris asked, Jack Hayes what was some of the issues for the extension for the library closure?

Jack Hayes states that he believes because Director Flowers used in-house staff opposed to hiring a company to come in and move the library. He states that it was a bigger task than anticipated, so that caused the delay.

Trustee Harris states that Jack Hayes's answer wasn't a clear enough answer for her.

Director Flowers states that she would like to say part of it didn't happen on the construction end part of it happened on the library end. She states that HPLD had a blade system that went down, phones were down and internet was down. Director Flowers states that the whole technology part of the construction was down, she states that companies were called to service HPLD's Cisco 69 system that houses the internet, phones and wireless connection.

Director Flowers states that the stacks are very expensive and they weren't up because we had the old stacks painted to save money. She states that the end panels hadn't come in at that time and that also tied-up the project.

Director Flowers states that she would like to say that when you move a library outside vendors are hired and it could be very expensive and Jack Hayes could attest to this. She states that by the staff moving the library saved the library thousands of dollars. Director Flowers states that it took a little more time but it saved the library a lot of money. She states that normally the library isn't shut down for two (2) or three (3) weeks it's more like two (2) months and the staff worked very very hard at getting this library together.

Jack Hayes states that he visited the library two (2) or three (3) times while the move was taken place and besides it being a lot of work, the technology issues and not having those end panels really slowed the process down. He states that the end panels creates structure for the stacks and those not being available stalled the move.

Trustee Ervin asked, Director Flowers how much do she believe was saved by doing the move with in-house staff, \$20,000.00, \$30,000.00 or \$40,000.00?

Director Flowers asked, Jack Hayes in the past how much have these moves cost?

Jack Hayes states that these moves are pretty pricey, \$40,000.00-\$50,000.00.

Director Flowers states that she didn't want to hire an outside company to come in and move the library, so she took it upon herself to use in-house staff to complete the task to save the library some money. She states that this is what she's here for to be a good steward of the money.

President Patterson commends Director Flowers for the executive decision she made with the library move.

Trustee Ervin asked, Jack Hayes about a gap at the bottom of the main entrance doors. He states that there's a gap and the cold air was flowing heavily in the library, he asked, if there's anything that could be done to fix this?

Jack Hayes states that there's a piece that goes on the bottom of the doors and it was on back order at the time the doors were ordered. He states that the piece has been ordered and will be installed as soon as received.

Vice-President Fields thanks Jack Hayes for the great work that he has done and states that everything is coming along just fine.

CORRESPONDENCE/ANNOUNCEMENTS

Trustee Harris states for the record that she would like to give Director Flowers her request to have the following financial reports so that she could be more involved and more aware of what's going on with the revenue and expenditures of the Harvey Public Library District.

President Patterson asked, I thought that that's all part of public record?

Trustee Harris states that it is part of public record.

President Patterson states that Trustee Harris be able to access the reports through HPLD's site.

Director Flowers states that the reports requested by Trustee Harris was given to her when they were requested back in May of 2015.

4. REPORT OF THE TREASURER

As stated.

General Fund-\$321,821.27

Gift Account-\$5,550.40

Special Reserve Account-\$22.46

Vendor Account-\$72,730.72

Expense Account-\$31,323.87

Youth Services Account-\$4,464.36

5. REPORT OF LIBRARY DIRECTOR

Director Flowers states that Breakfast with Santa turned out really well, she states that several families from the community came out and celebrated the Christmas program with the HPLD staff. She states that gift cards from Ross, Walt's, Target and Dollar General were given out in raffles. Director Flowers states that bikes and coats were raffled off to children of the Harvey community.

Director Flowers states that everyone that attended the program had to sign-up for a library card as proof of residency. She states that HPLD accomplished two (2) big hurdles, stats were brought up and fines were paid in the process. Director Flowers states that HPLD worked with families that were unable to pay fines; in return they volunteered their services to wrap gifts.

Several businesses made contributions to HPLD Christmas program-Breakfast with Santa:

Best Value Distributors	\$100.00
Carrier Electric	\$250.00
Family Christian Healthcare	\$100.00
FQC	Bikes and Gifts
Rob Lach	Gifts for Family
South Suburban Auto Auction	\$80.00
St. Andrews Church	\$100.00
State Representative Will Davis	\$100.00
Thornton Township	\$500.00
Transformation Community- Methodist Church	\$50.00
Velocita Technologies	\$50.00
William Wiley	\$100.00
WW Holt Funeral Home	\$200.00

First Merchants Bank came out and served food to the community.

Total: \$1,630.00

Director Flowers states that Library Construction Project Phase I is complete and Phase II has begun. She states that the estimated completion of the project is April of 2016. Director Flowers states that there has been a lot of positive feedback from the community and everyone likes the new building.

Trustee Price thanks Director Flowers and staff for a great job for the Breakfast with Santa and the library move. Trustee Price asked, Director Flowers if she could notify the board before making certain decisions?

Trustee Price asked, director Flowers if any of the staff worked overtime?

Director Flowers states that the staff that wanted/asked to work overtime did. She states that if she needed the staff to work over they would but if she didn't need them they were dismissed at their regularly scheduled times. Director Flowers states that she used the managers mainly for overtime because they're salaried managers.

Trustee Harris asked, Director Flowers what was the dollar amount paid to the employees before that period of time? She states that she read somewhere that there are some library move guidelines.

Director Flowers states that she kept the staff on their regular work week schedule. She states that she brought the staff in early to start at the same times and dismissed at their normal work hours for that day.

President Patterson, Trustee Whitaker and Trustee Ervin thanks Director Flowers for being a good steward of the money.

6. REPORT OF TRUSTEES/COMMITTEES

A. Building and Grounds

Trustee Harris states that she read in some previous minutes where President Price was also part of the building committee that dealt with new library expansion. She states that when she asked if she could be part of that new project, she was told an Ad-Hoc Committee had to deal with that.

President Patterson states that Trustee Whitaker and she will meet since they are part of the Ad-Hoc Committee.

Trustee Harris states that she would like President Patterson to consider her being part of the Ad-Hoc Committee.

President Patterson states that she would consider Trustee Harris being part of the Ad-Hoc Committee.

B. Finance

No report.

C. Planning and Development

No report.

7. UNFINISHED BUSINESS

A. Jack Hayes from FQC-Construction Project Update

Jack Hayes was moved to 3A. on the Agenda.

B. Approval of CDBG Demolition Agreements and Resolution/Certification (Action Item)

Trustee Whitaker states that HPLD will get the award for the demolition of the Turlington property. He states for the record Attorney Jarad did a great job overlooking the agreement for the demolition project and catching some issues that applied to municipalities that wouldn't necessarily apply to the library. Trustee Whitaker states that Attorney Jarad advised the board not to sign off on something or attest to something that doesn't apply to HPLD.

Trustee Whitaker states that what they did was turned it around to the county to remove/add some items that's more applicable to the library district and in turn she will get it back to the board. He states that they were looking to approve the agreement on tonight but the process was delayed.

Trustee Whitaker states that this action item will be added to the agenda for next board meeting or a scheduled special meeting.

Trustee Price states that she has an announcement/request. She states that she would request respectfully to be removed from the Finance Committee.

President Patterson asked, Trustee Price if there was another committee that she would like to be a part of?

Trustee Price states that she would like to be a part of the Planning & Development Committee.

Trustee Harris states that she would like to be considered for the Finance Committee. She states that she would like to be considered for the Ad-Hoc Committee and remain on the Building & Grounds Committee as well.

President Patterson states that she would consider Trustee Harris for the Finance Committee and get back with her.

Vice-President Fields states that the Board of Trustees Committees are appointed by the president.

President Patterson states that she will get back to Trustee Price and Trustee Harris about their considerations at the next board meeting.

Trustee Ervin states that he had one concern. He states that since a large portion of the library has been completed and we have room in the little hallway, maybe we could start having our meetings back at the library again.

President Patterson asked, if the board room was completed?

Trustee Ervin replies with no the board room isn't completed but we could have our meetings in the hallway.

Director Flowers states that it's actually the café area but it's blocked off, it's like a long hallway.

President Patterson asked, if it's where the other patrons are? She asked, is there a place to have Executive Session?

Trustee Ervin states that there are some study two (2) study rooms on the side that we could use.

Director Flowers states that the rooms are really small and the board could come and see if they will be comfortable in the study room.

President Patterson states that the board will visit the library to see the rooms before the next board meeting. She states that she would hate to disturb the patrons being in the hallway having a meeting.

8. NEW BUSINESS

A. ALA Conference Hotel Selection

The Board of Trustees made their selections on what hotel(s) they will be staying at during the ALA Conference in Orlando, Florida in June 2016.

Trustee Price asked, if there was an itinerary for the conference available as of today?

Director Flowers states that she will check the ALA website to see if an itinerary is available and if there is one she'll print it and have the itinerary delivered to the trustees' houses.

9. EXECUTIVE SESSION

President Patterson made a motion to go into Executive Session at 7:29pm to discuss SEC Investigations and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, William Whitaker and Roberta Patterson

Nays: Jerlene Harris

Abstain:

Absent: JoAnn Nesbitt and Barbara Fields

Motion Carried.

*Vice-President Fields disconnects the phone line.

President Patterson made a motion to adjourn Executive Session and go back into regular session at 7:39pm and was seconded by Trustee Whitaker.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker and Roberta Patterson

Nays:

Abstain:

Absent: JoAnn Nesbitt and Barbara Fields

Motion Carried.

President Patterson reminds the board for those that want their pictures taken next week Wednesday, needs to go into the library to have pictures taken.

Director Flowers asked, the Board of Trustees if they wanted to come into the library and have their pictures taken with a professional camera or if they wanted a photographer to take their pictures?

The board decided on a photographer.

Director Flowers states that she doesn't know if she could get a photographer by Wednesday and that she will look into it.

10. AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

No audience participation.

11. ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 8:02pm and was seconded by Trustee Whitaker.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker
and Roberta Patterson

Nays:

Abstain:

Absent: JoAnn Nesbitt and Barbara Fields

Meeting Adjourned.