

Harvey Public Library District's Board Meeting Minutes

July 14, 2016

Board Meeting

President Patterson called the meeting to order at 6:00pm.

Members Present: Mauzkie Ervin, Jerlene Harris, William Whitaker, Barbara Fields
and Roberta Patterson

Absent: Tamika Price and JoAnn Nesbitt

APPROVAL OF MINUTES-JUNE 9, 2016

Trustee Harris states for a matter of record that in her board packet the agenda that she had showed a different location where the meeting was going to be held not at Harvey Public Library for the June 21, 2016 Special Meeting.

Director Flowers states that she amended the agenda and posted both online and here at the library. She states that the other trustees received the same agenda that she did but showed up at Harvey Public Library since that's where the last two (2) meetings were held. Director Flowers states that it was a simple mistake and apologized to the Board of Trustees.

Trustee Harris states for a matter of record that there was a side conversation with Director Flowers and another trustee about having her board packet(s) delivered to her. She states that this is action discriminatory in nature. Trustee Harris states that Director Flowers' assistant called her at 8:14pm stating that she would be delivering board packets then called back fifteen (15) minutes later stating that Trustee Whitaker will be delivering her board packet. She states that she called the library at 10:41pm to let Director Flowers and her assistant know that she hadn't gotten her packet. Trustee Harris states that Trustee Whitaker delivered her board packet on July 12th at 11:14am. She states that this is discrimination and was not voted on by the board and want this to stop.

President Patterson states that the reason why different people were going to deliver Trustee Harris's board packet is because she claims that she don't receive her packets when everyone else does and we had to get another person involved. She states that what the board can do is add this item to the agenda to see if that will work out better.

Trustee Whitaker asked, President Patterson if Trustee Harris is challenging the validity of the minutes?

President Patterson thanked Trustee Whitaker for bringing this to her attention. She states that if the minutes are accurate that the meeting would move on.

President Patterson made a motion to approve the board meeting minutes for June 9, 2016 and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent: Tamika Price and JoAnn Nesbitt

Motion Carried.

APPROVAL OF MINUTES-JUNE 21, 2016

Trustee Harris states that she would like the audio recording of the Special Meeting on June 21st.

President Patterson made a motion to approve the board meeting minutes for June 21, 2016 and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent: Tamika Price and JoAnn Nesbitt

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Harris states that she submitted a request to be reimbursed for mileage because she went to a RAILS meeting in Burr Ridge, IL. She states that she gave this request to President Patterson on March 22nd.

President Patterson states that she gave this information to Attorney Jarad to review and states that Trustee Harris is required to pay for that meeting and mileage. She states that it was not something voted on by the board.

Trustee Harris states that she went to a meeting for trustees so that it could benefit all the citizens of Harvey.

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

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent: Tamika Price and JoAnn Nesbitt

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

Director Flowers states that the Board of Trustees and she received a letter from Mayor Kellogg and discussing the city audits and plan on transforming their financial future. She states that Trustee Ervin did not receive one but will make him a copy.

Trustee Ervin states for the record that the city 2014 & 2015 audits were late and held back for some reasons. He states for the record he do not want a copy of the information given to the trustees and the library director from the mayor. He states that he don't think it's really going to make a difference anyhow.

Vice-President Fields asked, if anyone brought any information back from the ALA Conference?

Trustee Harris states that she brought back information to pass on to the trustees. She states that she did not have time to organize it for the meeting. Trustee Harris states that she also have a refund to HPLD from the trip because she did not spend the whole per diem and will be returning it with her report.

Trustee Harris states that she's very concerned about the Erate Grant that HPLD gets. She states that the board will be hearing from an attorney because something isn't right. She states that she met someone that's going to come and assist Vice-President Fields with Friends of the Library.

Vice-President Fields states that Cancer Relay is still going on and doesn't end until the end of the month. She states that she think it is so sad that not one (1) trustee donated to the cause.

REPORT OF THE TREASURER

As stated.

General Fund-\$19,609.42

Gift Account-\$5,556.97

Special Reserve Account-\$22.46

Vendor Account-\$325,638.73

Expense Account-\$25,445.54

Youth Services Account-\$4,464.36

President Patterson states for that record that she resent anybody making implications about the library. She states that HPLD just built a brand new and fabulous library there's nothing we're doing

wrong here. President Patterson states that HPLD has been audited, looked up and down and have paid thousands of dollars for FOIA requests and unnecessary charges. She states that the staff and Board of Library Trustees do a wonderful job at the library.

Trustee Ervin states that he agrees with President Patterson and that's for the record. He states that HPLD is the best game in town and are handling things well financially. Trustee Ervin states that Director Flowers is doing a great job and so are the trustees.

Vice-President Fields states that just because a trustee asks for information about the library doesn't mean that they're talking bad about the library. She states that's why the citizens voted the trustees in to secure their tax dollars.

REPORT OF LIBRARY DIRECTOR

Director Flowers states that she attended the ALA Conference in Orlando and was introduced to many faucets of the library world. She states that one (1) of the forums she attended a session using, capturing and maximizing users experience thru analytics on your website with OCLC.

Director Flowers states that she attended an author's session with Eric Dyson and Holly Pete Robinson. She states that she attended the BCALA session and networked. Director Flowers states that she was asked to be a speaker for next year's event. She states that she attended many more sessions but these are the ones that stood out the most.

Director Flowers states that the state has released the Per Capita funds in the amount of \$19,488.63.

Director Flowers states that HPLD's website has been revamped to make it more user friendly.

Director Flowers states that this year's library fest will be September 3, 2016. HPLD will start ordering school supplies and book bags for the trustees to pass out at this event. Director Flowers states that the library is usually closed for this event. She states that there will be live music, food, games, activities, library card registration, book bag & school supplies giveaway, dunk tank, face painting, snow cone machine and other exciting activities.

Trustee Harris asked, how does that impact our citizens and programs that we have here at the library? She asked, how are you going to implement what you learned at ALA Conference?

Director Flowers states that she states in her report that what she reported were the sessions that stood out the most to her. She states that if Trustee Harris will like a separate report on every session that she attended in ALA then she can do that.

Director Flowers states that one (1) of the sessions she attended was about a website program that deals with OCLC a reference program.

Trustee Harris states that she will like for Director Flowers to submit a report about the sessions she attended in Orlando and how she's going to implement them at HPLD. She states that the library spent well over \$50,000.00 to go on this trip to send six (6) trustees and three (3) staff members is ridiculous.

Director Flowers states that it was nowhere near that figure that Trustee Harris stated. She states that the trip to Orlando budget was \$14,000.00.

President Patterson states that the amount spent for the Orlando trip is a matter of public record and anyone can find it out. She states that HPLD isn't trying to hide anything and Trustee Harris is one (1) of the trustees that attended the ALA Conference in Orlando.

Trustee Ervin states that this isn't a workshop to tell about the conference in Orlando this is a regular board meeting and we need to follow the agenda.

REPORT OF TRUSTEES/COMMITTEES

A. BUILDING & GROUNDS

Trustee Whitaker states that HPLD is still waiting on the notice to proceed for the demolition of the 15440 Turlington Ave. property.

Trustee Harris states that HPLD have to take on financial responsibility for any accidents on that property. She states that they're only paying for the salaries to tear down, is that correct? Trustee Harris states that HPLD is responsible if someone falls down.

Trustee Whitaker states that HPLD is not responsible for that, he states that Trustee Harris is stepping into a ballfield she knows nothing about. He explains that this is why contractors carry their own insurances when they go to do demolitions. Trustee Whitaker states that this is a Cook County Grant and they're not going to indemnify themselves over something we're going to knock down.

Trustee Harris asked, didn't they say they were only giving \$19,000.00 for the demolition?

Trustee Whitaker states that this is beside the point contractors pay for their own insurance.

Trustee Harris asked, if Attorney Jarad could weigh in on the topic?

Attorney Jarad states that she agrees with what Trustee Whitaker stated.

Trustee Harris asked, again if attorney Jarad had anything to add?

President Patterson states that Attorney Jarad defers to HPLD's Trustee Whitaker and please accept his answer.

B. FINANCE

No report.

C. PLANNING AND DEVELOPMENT

Vice-President Fields states that she passed out Friends of the Library information so the board could gather the information and could make a decision on how HPLD will like to proceed with that program. She states that she will like to table this item till next board meeting.

UNFINISHED BUSINESS

A. Friends of the Library (Vice-President Fields)-Tabled

This agenda item was tabled until next Board Meeting.

B. Annual Receipts and Disbursements (Action Item)

Trustee Harris states for the record that she wants to know why this item wasn't originally an action item because she's been requesting this to be added to an agenda since March.

President Patterson states that the item has been added to the agenda and now what do you want the board to do?

Trustee Harris states that this will give the library board more transparency of the revenues and disbursements of this library district. She states that the citizens of Harvey will have the right to look on the website also to come into the library and find it in a binder and see the annual revenues and disbursements of this library district and how we're using the taxpayer's dollars.

Trustee Harris made a motion to add Annual Receipts and Disbursements to HPLD's website and make a hardcopy available in a binder to the citizens and was seconded by Vice-President Fields.

Roll Call Vote:

Ayes: Mauzkie Ervin, Jerlene Harris and Barbara Fields

Nays: William Whitaker and Roberta Patterson

Abstain:

Absent: Tamika Price and JoAnn Nesbitt

Motion Carried.

C. Flex Room Policy (Action Item)-Tabled

The Board of Trustees exchanged questions, suggestions and ideas about the Flex Room Policy.

The Board of Trustees decided to table this item until a final draft is made available to them.

Trustee Whitaker asked, if the policy will be reviewed by Attorney Jarad or any attorney?

President Patterson states that Director Flowers will rewrite all the corrections then have Attorney Jarad look over the policy.

Attorney Jarad states that she will examine the policy for liability issues.

NEW BUSINESS

A. IL Funds Gift Account-Tabled

After a brief discussion the Board of Trustees decided to table this agenda item until next Board Meeting.

Vice-President Fields asked, where was the ALA Conference and how many trustees and staff members went on the trip? She states that other people need to go, like the Director's Secretary she needs to go.

President Patterson states that Vice-President Fields knows all about the trip, and she's not deviating from the agenda about things that Vice-President Fields knows already happened.

B. Salary and Classification Chart (Action Item)-Tabled

Trustee Harris states that on the salary classification range on page 106 of the HPLD's Policy Manual is there something going to be different because I noticed HPLD had like twenty-one (21) employees and now it's like over nine (9) vacancies with no names by them.

Director Flowers states that that's why they're vacant positions because there's no one in those positions that need to be filled.

Trustee Harris asked, if this Salary Projection Chart going to be part of the budget the board is voting on tonight?

Director Flowers states that the board is voting on a Tentative Budget. She states that a Tentative Budget is not something wrote in stone.

Trustee Harris states that the board used to interview people for positions at the library.

Vice-President Fields states that the board used to but not anymore.

Director Flowers states that the board is supposed to review the Classification Chart and not interview employees.

President Patterson states that the board does an evaluation every year. She states that employees are reviewed by the director and the board review our only employee, the director.

Trustee Harris states that according to the policy manual the board as a whole is supposed to interview the new person coming aboard.

Vice-President Fields states that the board only review contractual agreements, like security or cleaning services. She states that the director runs the day to day operations.

President Patterson asked, if there were any other questions?

Trustee Harris states that she hopes that the Salary Projection Chart with the bonuses and pay increases is based on merit.

Director Flowers states that the pay increase projections are based on merit.

Trustee Harris asked, why do the library need so many more employees?

Director Flowers states that the new library is a big building and have several departments that need employees working in them to serve the patrons. She states that people have left positions and she decided not to hire anyone until the construction project was complete. Director Flowers states that she always wants to be a good steward of the money but HPLD has been working with a skeleton crew and now need employees to fill those vacant slots.

Trustee Harris states that the library needs a reference librarian with a MLS (Master of Library Science) on every shift that the library is open.

Director Flowers states that HPLD does have more than one (1) employee with a MLS and assistants that work under them. She states that you have your head MLS person running that department and other team members assisting them.

Trustee Harris states that HPLD needs more employees with MLS degrees to help the citizens of Harvey.

Trustee Ervin asked, Trustee Harris have anyone complained to you about services here at the library?

Trustee Harris states that she's not going to say. She states that the library is a place of learning and need qualified people here to assist the citizens of Harvey.

Director Flowers states that HPLD have qualified people in the positions that they hold.

Trustee Nesbitt joins the meeting at 6:58pm.

Trustee Harris states that some of the traveling needs to be cut out of the budget so that HPLD could hire more employees with MLS degrees.

Trustee Nesbitt states that Trustee Harris goes on the trips too. She asked, Trustee Harris why do you go if the traveling needs to be cut out of the budget?

Trustee Harris states that she go to bring back information back to the district so that it could be the best district it could be.

Director Flowers states that this is why we all attend the ALA Conferences.

Attorney Jarad states that the Tentative Budget shows a maximum spending authority of what HPLD have to work with, doesn't mean you have to spend it because its there.

Trustee Harris asked, why don't we give more money in salaries so that the director could hire more people with MLS degrees?

After a lengthy conversation about the Salary and Classification Chart the Board of Trustees decided to table this agenda item until next Board Meeting.

C. Tentative Budget Ordinance No. 2016-3 (Action Item)

Trustee Harris asked, why can't we vote to put more money in salaries, not for the current employees but for someone with a MLS degree?

President Patterson states that this is just a maximum cap on salaries, she states that salaries could be adjusted at a later date if need be.

Vice-President Fields asked, Attorney Jarad if she reviewed the Tentative Budget?

Attorney Jarad states that she did review the budget in terms of format but the amounts are the dollars that are being proposed for each particular appropriation is something that would have to come from the director.

Trustee Harris states that she thinks that HPLD should stop charging citizens of Harvey for services at the library. She states that there will be more community participation if we did so.

President Patterson states that this is something that the board could consider.

Trustee Whitaker made a motion to approve Ordinance No. 2016-3 for the Tentative Budget and Appropriations of the Harvey Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017 and was seconded by President Patterson.

Roll Call Vote:

Ayes: Mauzkie Ervin, William Whitaker, JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Nays: Jerlene Harris

Abstain:

Absent: Tamika Price

Motion Carried.

D. Meeting/Study Room Policies (Action Item)-Tabled

Trustee Ervin asked, Director Flowers how far in advance could the citizens make reservations for the meeting rooms?

Director Flowers states that for the meeting rooms it is fourteen (14) days in advance to make a reservation.

After a brief discussion about the Meeting/Study Room Policies the Board of Trustees decided to table this agenda item until next Board Meeting.

E. Work Place Bullying and Harassment Policy (Action Item)-Tabled

After a brief discussion between the Board of Trustees and HPLD's attorney about the Work Place Bullying/Harassment Policy it was decided to table this agenda item.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Mr. Nunn states that the board needs to consider getting a parliamentarian. He states that it will lead the right direction following Robert's Rules of Order.

President Patterson states that this is a great suggestion.

Joyce Kellogg-Weaver states that the sign made for the Grand Opening Ceremony does not reflect the correct position on the Trustee Board that she held at HPLD. She asked, if it could be corrected?

Director Flowers asked, if she could do some more research?

Commissioner Donahue states that there are things on the agenda that Director Flowers and President Patterson could have resolved before the meeting so that the public isn't involved in all the nitty gritty parts of your conversations. She states that no one knows who may be sitting in the audience.

Cassandra G. states that she agrees with Commissioner Donahue and this is her first meeting that she's attended. She states that everyone should be on the same page and not have different agendas when it comes to the library.

President Paterson states that there are going to be people that have different agendas no matter what but what she will say it should be more controlled.

Sharae Winfield states that all she saw was disrespect toward one (1) another throughout the meeting. She states that there's no way in the world you can run anything with disrespect amongst yourselves

and expect others to respect you. Sharae states that this all about the citizens, she states that when this library was being reconstructed she was going to the Homewood/Flossmoor Library and was charged \$2.00 to use the computer because she didn't have her library card. She asked, if HPLD's free computers are only fifteen (15) minutes each time you log on?

Director Flowers answers with, yes but you can get back on as many times as you like.

Sharae Winfield states that Homewood/Flossmoor Library has a robotics team over there and they meet at least once a month. She states that this is something HPLD needs so that the children could have choices.

Director Flowers states that the 3D printer is something that she saw at the ALA Conference that she want to bring back and select for the library.

Elina Thomas states that she's been a Harvey resident since 1974 and she will like to have a copy of what the library charge for rental fees.

President Patterson states that the board is still trying to get the Meeting/Study Room and Flex Room Policies finalized and a copy will be available then.

William Wiley asked, will the board consider allowing the citizens at least one (1) month out the year to have preference in making reservations over the non-resident renters for the Meeting/Study and Flex Space?

President Patterson states that this is something to consider. She states that she believes that if you reside in Harvey you should benefit from it.

Mary Seay states that there should be more respect at the Board Meetings. She states that we all could sing together but not talk together.

President Patterson states that maybe she's blind to the fact but she did not notice the disrespect. She states that she was trying to hold people to the agenda so that the audience won't be here all night long. President Patterson states that not everyone knows how stop when they've made their point they go on and on.

President Patterson thanked everyone for sharing their thoughts.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 7:43pm and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Mauzkie Ervin, Jerlene Harris, William Whitaker,
JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Nays:

Abstain:

Absent: Tamika Price

Meeting Adjourned.