

Harvey Public Library District's Board Meeting Minutes

January 12, 2017

Board Meeting

CALL TO ORDER

President Patterson called the meeting to order at 6:27pm.

ROLL CALL

Members Present: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker, JoAnn Nesbitt, Barbara Fields and Roberta Patterson

Absent:

APPROVAL OF MINUTES

Secretary Whitaker made a motion to approve the Board Meeting minutes for December 8, 2016 and was seconded Treasurer Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Secretary Whitaker made a motion to approve the bills from the previous month and was seconded by Trustee Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

Trustee Harris states that she will like to direct the director to deliver the board packets before the week of the board meeting. She asked that both meetings be posted on the Youth Services & Adult Services monthly calendars.

Director Flowers reads a flyer that one (1) of the audience members gave her; The Community of Harvey Senior Advisory Board is celebrating Black History Month & Valentine's Day on Tuesday, February 7, 2017 at the Harvey Community Center located at 15320 Center Ave., Harvey, IL 60426. RSVP by Tuesday, January 31, 2017.

Trustee Harris states that she will like to see technology kits from the technical department.

Secretary Whitaker states that while working with the director they have identified four (4) possibly five (5) grants that HPLD will be applying for at least two (2) of those grants are geared towards STEM and they're due in February but are preparing those proposals now.

Attorney Jarad asked, if the board will like for her to draw up a policy for seniors free access to computers, DVD's etc.?

President Patterson agreed that the attorney could draw up a policy for senior's free access to materials in the library.

Attorney Jarad states that she would have the policy ready for next board meeting.

Trustee Price asked, if the board could look into a policy to charge non-residents for programs because currently all programs are free?

President Patterson states that the board could revisit that at a later date.

Secretary Whitaker asked, Director Flowers if HPLD records data for non-residents that utilize the services at the library and is that data that is easily reconciled?

Director Flowers states that HPLD does not card people that comes into line dancing but the line dancers do give back to the library i.e. Breakfast with Santa. She states that there's not a big crowd for yoga and the computer classes are all Harvey residents. She states that the library does have sign-in sheets for the different services that HPLD offer.

Trustee Harris asked, if the board could see statistics from the programs that HPLD have at the library?

Director Flowers states that she could provide statistics from the programs to the board.

Trustee Fields states that she will like to see some history on display at the library. She states that she will like to see the past presidents on a wall for display.

Trustee Harris states that she will like to see programs for other cultures implemented in the library.

REPORT OF THE TREASURER

As stated in the Finance Meeting.

Secretary Whitaker read the financial statement.

REPORT OF LIBRARY DIRECTOR

Director Flowers states that HPLD is in the final stages of completing the Per Capita Grant. The Per Capita Grant will be submitted to the Illinois State Library by January 15, 2017. The Per Capita is awarded to libraries with low tax base; this grant provides funding for library services.

Director Flowers states that Breakfast with Santa was a success. Toys and gifts were fully funded with donations from First Merchants Bank, Dawn the Dancing Deeva, Proven and with employee's contributions. Director Flowers gave thanks to State Representative, Will Davis for dropping by and donating toys.

Director Flowers states that in accordance with the Illinois Government Ethics Act, Units of government must submit a filers list of persons who are required to file a Statement of Economic Interest with Cook County Clerk's Office by February 1, 2017. This list is due by February 1, 2017. HPLD has completed and submitted its filers list.

Director Flowers states that trustees can start filing their Statement of Economic Interest as early as February or March of 2017. Deadline to file the SEI is May 1, 2017. Please note financial penalties, in accordance with state statute, failure to file by May 1, 2017 will result in a \$15.00 late filing fee. Filers who submit their statement after May 1, 2017 deadline must pay \$15.00 late fee online by credit card or checking account debit. Failure to pay by May 31, 2017 may result in forfeiture of office.

President Patterson states that she will like to recognize the trustees that came out to the Breakfast with Santa Program; President Patterson, Treasurer Nesbitt, Trustee Ervin and Trustee Price.

REPORT OF LIBRARY TRUSTEES/COMMITTEES

A. BUILDING & GROUNDS

1. Cement Panels on Exterior of Library Warping

No report.

Trustee Ervin states that Director Flowers, the facilities manager and himself did an observation of the building and found numerous nail pops. He states that the contractors will be contacted.

Trustee Fields states that the handicap accessible signs needs to be placed differently. She states that the bus need more space when parking.

Trustee Harris states that there needs to be cement sideways installed for handicap accessibility in that designated area.

B. FINANCE

As stated in the Treasurer's Report.

Trustee Harris asked, why the board didn't receive the audit draft before the day of the meeting so that they would have time to review it before the meeting.

Director Flowers stated that she had just received the draft of the audit the night prior and then provided it to the board the very next day. She states that the auditor will like to have a special meeting on Thursday, January 26, 2017 at 6:00pm to discuss the audit.

Trustee Harris asked, if the auditor could provide a presentation of the audit on the overhead projector so that the audience could see what's going on?

Director Flowers states that when the auditor gives her the audit she will transfer it to the projector.

C. PLANNING AND DEVELOPMENT

No report.

UNFINISHED BUSINESS

A. Approval of Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses (Action Item)

Attorney Jarad states that the difference in this resolution is on the bottom of page one (1) of seven (7) just adding some language the board had approved at the December 8, 2017 meeting. Attorney Jarad reads the corrected version of the resolution aloud.

Secretary Whitaker made a motion for approval of Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses and was seconded by Treasurer Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

Attorney Jarad read the corrected versions of all policies aloud.

The board of trustees had a lengthy discussion and exchanged various ideas and suggestions about the policies.

B. Resolution Adopting Amended Flex-Room Policy, Large Meeting Room Policy and Study Room Policy (Action Item)

1. Flex Room Policy

Trustee Ervin made a motion to adopt the Flex-Room Usage Policy with the change from at a minimum of twenty-one (21) days in advance to no sooner than twenty-one (21) days in advance on page nine (9) of thirteen (13) and was seconded by Treasurer Nesbitt.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

2. Meeting Room Policy

President Patterson made a motion to adopt the Meeting Room Usage Policy which will change to \$50.00/Hour for non-residents on page six (6) of eleven (11) and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

3. Study Room Policy

Trustee Ervin made a motion to adopt the Study Room Usage Policy and was seconded by Secretary Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

C. Discussion of Yard Signage-Velcro

Director Flowers states that she provided the board with a sample of signage from a business that makes signs. She stated that the person she spoke with said that the Velcro wasn't a good idea because of weather change and explained to the board the two (2) stationary sign samples that the company gave to her.

After a brief discussion the board of library trustees agreed upon the signed they will like produced.

NEW BUSINESS**A. Trustees New Email Address**

Director Flowers provided the board with new email addresses.

B. Discussion and Review of 2015/2016 Audited Financials

Director Flowers states that the auditor just wanted her to inform the board to go over their audit draft and write down any questions that they will like to ask.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Ms. Donahue states that Thornton Township is having a celebration for Martin Luther King Jr.'s birthday on January 16, 2017 at South Suburban College (Performing Arts). She states that all the high schools in the district participates. She states that she will like to invite everyone out to the celebration.

Ms. Welcher states that it was interesting being at the meeting. She states that she didn't understand the amount that was in the reserve account. She states that she agrees with Trustee Fields about displaying the past library presidents in the library.

Director Flowers states that the reserve account is an account that the past board had set up and it's been that way for years. She states that it hasn't been touched, money is not being deposited into the account and money is not coming into the account.

Director Flowers informed the board and audience members that HPLD's MLK Celebration will be held on Friday, January 13, 2017 from 5pm-8pm, all are welcomed to join the staff for the celebration.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 8:27pm and was seconded by Secretary 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.