

HARVEY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES MEETING  
JULY 11, 2019

**CALL TO ORDER: 6:57PM**

**ROLL CALL**

Present: Mauzkie Ervin, Jerlene Harris, JoAnn Nesbitt, Tamika Price and Roberta Patterson

Absent: Charwana Morgan and William Whitaker

**APPROVAL OF MEETING MINUTES**

President Roberta Patterson said because minutes are not available, May and June minutes would be tabled until August. Interim Director Antonia McBride stated she is still working on minutes for May and June. Attorney Dee Jarad stated the Open Meeting Act requires minutes to be passed within 60 days, or during the next meeting, whichever would be sooner. To the extent that they are not approved, they are essentially deemed approved. Trustee Jerlene Harris if this was a violation of the Open Meetings Act. Since we had the meetings, we should have a summary of what happened. Jarad reiterated that minutes should be passed within a certain time, there is still time for June, May should be voted on today. There are no written minutes for the Board to approve, but they should be timely prepared.

Harris stated she would file a FOIA because there are no procedures in front of the trustees in written form, which is required by the Open Meetings Act. Vice President Tamika Price asked what is being requested in a FOIA, because minutes are not available. Harris stated maybe it would make everyone do something right according to the law.

Patterson went on to the Appointment to Fill the Vacancy on the Board of Library Trustees. Trustee Harris stated she was elected by the citizens of Harvey. She believed the Board is in violation of 75 ILCS 630/40, 75 ILS 5/46. The new trustee was elected by the citizens of Harvey. We all received an oath where Mr. George Robinson, III did recite the oath and had it notarized. We've had a trustee absent for over five months. The law states he has to miss 12 months before he is ejected off this Board. Harris believes the Board is in violation of the Open Meetings Act in not recognizing this person as elected by the citizens of Harvey.

Patterson thanked Harris and called for a motion for an Appointment to Fill the Vacancy on the Library Board of Trustees. Price made a motion to appoint Charwana Morgan to fill the vacancy on the Board of Library Trustees. Treasurer JoAnn Nesbitt seconded the motion.

**ROLL CALL VOTE**

Ayes: Ervin, Nesbitt, Price, Patterson

Nays: Harris

Abstain:

Motion carried.

Patterson called for a motion to elect Charwana Morgan Board Secretary. Price made a motion to nominate Charwana Morgan to fill the position of Board Secretary. Nesbitt seconded the motion.

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**ROLL CALL VOTE**

Ayes: Nesbitt, Price, Patterson

Nays: Harris

Abstain: Ervin

Motion carried.

Patterson called for a motion to review accounts and approve bills. Price asked whether the bills should include the employee's medical bill. Harris stated the Board discussed having the attorney look into the matter and to give direction. Jarad asked for information on the discussion. Patterson explained that Manager Kim Peake requested payment of a medical bill, incurred after learning the library employees did not have health insurance coverage. Harris argued that the bill was incurred after the Board voted to decrease employees' salaries. Nesbitt interjected that salaries does not include health insurance. Trustee Mauzkie Ervin stated the Board should approve to include the medical bill with the other monthly bills. Jarad was provided a copy of correspondence from Peake along with the medical bill. Patterson stated the Board can defer it until the next meeting or decide what the trustees want to do today.

Patterson asked if there were other exceptions to the approval of bills. Harris stated McBride said she would get in touch with the Internal Revenue, as well as waiting for information on invoices from Demco. Harris stated exceptions should be noted.

Upon brief review of the letter and medical bill provided to Jarad, she stated she wanted the opportunity for more information/discussion before making a determination at the current meeting. Patterson requested the Board review accounts and approve bills with the exception of paying Demco and the IRS, and pay the rest of the bills. Someone seconded the motion. Patterson made it a motion.

**ROLL CALL VOTE**

Ayes: Ervin, Nesbitt, Price, and Patterson

Nays: Harris

Abstain:

Motion carried.

**CORRESPONDENCE AND ANNOUNCEMENTS**

With no correspondence and announcements, Patterson moved on to Committees' Reports.

- A. Buildings & Grounds – no report
- B. Finance – no report
- C. Planning and Development – no report

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**REPORT OF THE TREASURER**

**FIRST MERCHANTS                      JUNE 1 – JUNE 30, 2019**

Youth Services, account ending X0863 .....	Beginning & Ending Balance	\$ 110.29
Expense account ending X5767 .....	Beginning Balance	\$14,613.33
	Deposits	\$ 1,205.40
	Service Charge Refund	\$ 1.80
	Ending Balance	\$15,816.93
Vendor account ending x5775.....	Beginning Balance	\$235,364.20
	Deposits	\$ 966.81
	Withdrawals	\$ 38,195.75
	Ending Balance	\$198,135.26

**REGIONS BANK (BOND ACCOUNTS)      MAY 31 – JUNE 30, 2019**

Project Fund	\$ 1,695.52
Tax Escrow	\$276,272.99
Debt Service Reserve	\$617,964.86

**REPORT OF THE INTERIM DIRECTOR**

McBride discussed a new online feature in partnership with SWAN and RAILS, Explore More Illinois. Explore More Illinois is a cultural pass program that allows Illinois library card holders access to attractions around the state. Once HPLD is added to the system, our patrons may access the website to learn about attractions.

The library continues to work through issues with the ransomware virus. HPLD is working diligently to secure the system against future attacks. The server housing the print release station was updated and created a smoother working system.

Collaboration is ongoing with James Rachlin, financial advisor who will assist in discussing the working budget at the current meeting.

HPLD continued its partnership with Thornton High School, where student workers were added to the team for the summer.

McBride continues to work with various vendors on decreasing costs of contracts, monthly bills and services for the upcoming fiscal year.

Other duties for the month included:

- Work with managers regarding the summer lunch program – the program resumed July 9. Lunch is offered Monday – Thursday, noon – 2:00pm.
- Recruit employers to participate in the District’s upcoming job fair. (July 19, 11am – 2:00pm). Upon contacting St. Rep LaShawn Ford’s office, the representative will list our job fair in literature he distributes.
- Tentative planning process of bringing in speakers and presenters for adult programs. More information will be available.
- Ensure proper coverage of Circulation Desk, cleanliness of the property and proper operation of the building overall.

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- Assist Peake prepare for Kids Fest hosted by Christian Family Health Center (July 27). McBride reported that Christian Family Health Center also is offering vaccinations for infants (July 13). Flyers for both programs are available in the common area.

That ended the Interim Director's Report.

Price stated she appreciated the interim director's work in increasing the library's visibility in the community. She asked about what spam filter is being used and who is over the IT department. McBride replied Mike Richardson remains in charge of IT. Currently the District uses Symantec as a firewall, but Mike is looking into switching to Office 365 after recommendation that it is more robust.

#### New Business

##### Working Budget for Fiscal Year July 1, 2019 – June 30, 2020

James Rachlin walked the Board through the difference between the appropriation budget and an actual working budget with monies available to the District. A conservative estimate of the revenue is approximately \$780,040; and with the work of McBride combing through expenses, the anticipated amount needed will be \$751,988.

However, the budget did not include anticipated work on the HVAC system. Attorney Jarad stated the working budget can be changed to include that information, but if it is not included in the appropriated budget, monies cannot be used for the expenditure without giving yourself the legal authority to spend the necessary funds for the system.

Rachlin, the trustees and Attorney Jarad discussion covered: (1) the need to find enough funding to cover the HVAC system, (2) adjusting the working budget, (3) and realizing that it is a bigger budget from last year which will allow for increases in salaries.

Price asked the question of copier equipment, pointing out that the cost of leasing is \$12,000 for the year but the District only anticipates \$6,000 in revenue from photocopies. McBride stated research is being conducted to determine the best decision on equipment.

Trustees discussed the categories on the working budget and potential changes before landing on final version, while addressing any deficits.

Price asked whether IMRF is fully funded. McBride stated that issue was a concern before her appointment, so she would look into the matter and get back to the Board with an answer.

Finally, Rachlin mentioned new information that may affect the District during the 2019 – 2020 Appropriation budget, which will warrant adjustments. (1) The EAV dropped, which will cause changes in calculation of the levy and a loss of money; (2) There is a TIF that could expire this year. When it expires, it is one shot to capture taxes needed in the City, some of which may be diverted to the District. It could mean an additional \$40,000 revenue for the library.

#### AUDIENCE PARTICIPATION

A patron asked if there was a possibility for the library hours to be extended in the near future. Patterson replied that the Board is cautiously optimistic and there is a possibility.

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Diane Boswell asked about minimum wages and whether Harvey (library) would include raises for employees making less than minimum wage. The question was raised whether there was someone making less than minimum wage. McBride responded that no one on staff is making less than minimum wage. The state allows salary increases in stages, and the library will follow suit with incremental increases, in accordance to the minimum wage requirements.

Barbara Medlin asked, regarding meeting minutes, if minutes are being approved simply because trustees have not seen them. Attorney Jarad responded if minutes are not timely approved, then they are deemed approved. Medlin followed up with the question on May meeting minutes, asking if they are approved since it has been 60 days, according to Open Meetings Act. Jarad said, the problem is there are none in existence; assuming they were in existence then they are deemed approved. The Board can go through the formality of approving the minutes in the next meeting.

After no further questions, Patterson called for a motion to adjourn. Trustee Ervin made the motion and was seconded by Nesbitt.

**ROLL CALL VOTE:**

Ayes: Ervin, Harris, Nesbitt, Price, and Patterson

Nays:

Abstain:

Regular Board meeting adjourned at 8:11pm.