

HARVEY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES MEETING
SEPTEMBER 12, 2019

CALL TO ORDER BY BOARD PRESIDENT, ROBERTA PATTERSON: 7:09PM

ROLL CALL

Present: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Secretary Charwana Morgan, Vice President Tamika Price and President Roberta Patterson

Absent: Treasurer JoAnn Nesbitt, Trustee William Whitaker

APPROVAL OF MEETING MINUTES

Interim Director Antonia McBride apologized for the lack of minutes available from the August 2019 meetings. She promised the Board this would be the last time minutes would not be available. She added that July meeting minutes were part of the Board Packet in August.

President Roberta Patterson stated the approval of meeting minutes will be tabled for August and September meetings, but those will be available at the October meeting.

REVIEW OF ACCOUNTS AND APPROVAL OF BILLS

Patterson called for a motion to approve the review of accounts and approval of bills. Trustee Mauzkie Ervin made the motion and was seconded by Patterson.

ROLL CALL VOTE

Ayes: Ervin, Patterson

Nays: Harris

Abstain: Morgan, Price (due to timing)

Motion passed.

CORRESPONDENCE & ANNOUNCEMENTS

Harris said she noticed that a flyer from the library offered foreign language classes. She mentioned other libraries use MANGO, a software program with 70 languages. People are able to use the service from home or where ever through the use of their community library card. Harris mentioned a second program – DILO(?) that teaches Spanish for ages 7 – 14. McBride stated MANGO is not software, it is a database which she will look into. She explained many libraries do utilize MANGO, and Trustee Harris is correct in saying patrons require a library card to access the information.

NOTE: Upon cursory search on different foreign language databases, it was learned that the name of the second program Trustee Harris mentioned is actually “DinoLingo”.

Harris opened the conversation about not receiving board packets in a timely fashion. She asked Attorney Dee Jarad if there was a rule stating timeliness in receiving board packets. Attorney Jarad stated there is no rule. President Patterson stated in defense of the interim director, two temporary employees resigned in August and as you know we were short before hiring the temporary employees. This made it so that everything is behind. This is not an excuse, it is a reason things are late.

Attorney Jarad stated the Open Meetings Act does not state when board trustees are to receive board packets, it only dictates that an agenda should be posted 48 hours before the meeting. Jarad was not aware

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of a statute, typically it is set by board policy. Harris wants her board packets in time to thoroughly review the information. Harris then proposed a policy that the board receives packages at least five days before the meeting.

Patterson stated having board packets late does not correlate to fraud or other financial problems, but she does agree with having board packets in a timely manner. Harris requested the proposal be added to the next meeting agenda.

Vice President Tamika Price added she saw something in the policy; she believes it may have been in a general policy but it mentioned two weeks.

Secretary Charwana Morgan read that packets should be available no later than one week.

Jarad stated Morgan is reading from a booklet provided by the Secretary of State and it provides suggestions of what each library may follow.

Patterson provided information on a Trustee Workshop scheduled November 2, 2019, at the Schaumburg Public Library. "Keys to Running a Successful Board Meeting".

REPORT OF TRUSTEES/COMMITTEES

a. BUILDINGS & GROUNDS

Harris stated she does not have a report, but she stated the curb in front of the main entrance must be repaired before winter. Morgan asked if that is the responsibility of the City of Harvey. McBride stated it is the City's responsibility and they have been notified about the issue. Upon the recommendation of a trustee at a previous meeting, McBride obtained a quote for the work from a contractor. Because it is the responsibility of the City, individual contractors did not want to touch the work, but one contractor quoted \$2300 to repair the curb. Additional discussion continued. The attorney suggested the interim director contact the City in writing.

Harris requested information on who is using the Flex Room rentals and how much is gained. She suggested monies gained from the rentals be used for added programs.

b. FINANCE

Trustee Morgan read the Report of the Treasurer

FIRST MERCHANTS

Account:	X5775	Account:	X5767
Beginning Balance:	\$320,299.69	Beginning Balance:	\$17,712.78
Withdrawals:	\$35,330.69	Withdrawals:	\$2,327.17
Deposits:	\$169,010.93	Deposits:	\$1,387.75
Ending Balance:	\$453,979.93	Ending Balance:	\$16,773.36
Account:	X0863		
Beginning Balance:	\$110.29		
Withdrawals:	\$0		
Deposits:	\$0		
Ending Balance:	\$110.29		

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ILLINOIS FIRST FUNDS

General Fund: X5535		Gift Account: X3106	
Beginning Balance:	\$176.15	Beginning Balance:	\$5,792.45
Withdrawals:	\$0	Withdrawals:	\$0
Deposits:	\$0	Deposits:	\$0
Ending Balance:	\$176.47	Ending Balance:	\$5,804.26

Special Reserve Fund X0011

Beginning Balance:	\$22.52
Withdrawals:	\$0
Deposits:	\$0
Ending Balance:	\$22.52

c. PLANNING & DEVELOPMENT

No report

REPORT OF THE INTERIM DIRECTOR

- Training temporary staff and one college-aged volunteer. The two temp staff members are no longer with HPLD due to other employment opportunities. In their absence, regular staff and managers continued to provide exceptional customer service for patrons.
- Met with a number of representatives from various companies and a few community residents who HPLD will work with to provide programs and activities. Those include Medicare seminars, retirement savings, and adult crafts. Continue to check in to see what is going on in your local library.
- Diligently worked to prepare the Youth Services Department computers for the new school year. In an effort to assist children and teens with their homework and research needs, we increased RAM (computer memory). With increased memory, the computers can run more programs. This allows the capability to do more tasks in a shorter amount of time. Plus, increased RAM is good for children because they enjoy the computer-based games.
- Worked with facilities manager, Daryl Crudup, to obtain additional information from vendors on replacing the HVAC system. I also reached out to a representative from the CDBG (Community Development Block Grant program) to research assistance with offsetting the cost of the replacements. More information will be forthcoming.
- HPLD hosted Open House and School Supplies Give Away, August 29. Over the past year and a half, people from near and far showed concern about the library's financial situation. The Open House was a sign that in spite of the challenges we, and many libraries face, HPLD remains a respected resource for information and services. During the event, children and teens received school supplies. Dave DiNaso's Traveling World of Reptiles, University of Illinois Extension presented Pet a Bug, various community organizations participated by providing information on available resources, and an outreach coordinator for Lurie Children's Hospital gave CPR demonstrations.

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- Over the past few months, we've increased the number of new materials in children, young adult literature and adult fiction and non-fiction. We connected with the National Library Service to obtain books in braille and audio reading. We will continue to provide books on diverse topics and enjoy receiving patrons' recommendations.
- HPLD would like to thank Thornton Township High School for providing teen employees for the summer. The two young men who worked with us continue to excel in and out school. We wish them the best and look forward to continue working with Thornton in the future.

UPCOMING ADULT PROGRAMS

A,B,C,D's of Medicare – Wednesday Sept 18

Open Mic Night – Tuesday, Sept 24

For those who cannot attend Sept 18, we will offer Medicare 101 on Monday, Sept 30

Kim Peake, Manager of Youth Services provided a list of programs for children and teens September – December that include cooking class, science programs, toddlers' art, babysitting class, college financial aid seminar and Family Reading Night. Additional information is available within the department.

Patterson asked if the representative from Lurie Children's Hospital gave demonstrations in CPR or provided actual training for certification. McBride stated the representative demonstrated, we may go through Red Cross for certification.

OLD BUSINESS

a. Trustees' Travel Expenses

The discussion centered on receipts from expenses incurred during the Annual ALA Conference held in Washington, D.C., June 20-25, 2019. President Patterson, Treasurer Nesbitt, and Secretary Morgan were in attendance.

Harris stated she received information during the current meeting, thus did not have time to look over the receipts. Jarad suggested the board can take a few minutes to look over the receipts or table the information for the next meeting. Patterson stated they are just general receipts for cabs, food, etc. Patterson asked if it is the Board's pleasure to table or take a few minutes.

It was decided that the information would be tabled for the October meeting

b. Administration of the Oath to Appointed Trustee, Charwana Morgan (if not administered prior to the September 2019 Board Meeting)

Morgan explained that she tried to have the paperwork notarized at a local currency exchange, but the employee stated she was not authorized to administer the oath to Morgan. Jarad stated judges, public notaries could administer the oath. After further discussion, it was decided that Morgan would return to the currency exchange or bank to have the oath administered.

c. Budget & Appropriation Ordinance for FY 2019 – 2020

Vice President Price asked when would the budget need to be sent to Cook County. It was answered by September 23 because she did not have time to look over the changes. Trustee Ervin stated only two numbers changed. He then went on to explain the changes discussed in the Public Hearing meeting – Library Operation for replacement of the HVAC system and Personnel Salaries.

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Further discussion ensued about estimated costs of the HVAC, the budget ordinance, and the SEC settlement reached with the underwriters. James Rachlin, the financial advisor who has been working with the District for several months on behalf of RAILS, was called to provide additional details on the appropriated budget and working budget. Price asked about total expenses on the working budget. Rachlin stated the District may anticipate a collection rate similar to last year, just over \$600,000. We anticipate more, maybe \$640,000, but we must be cautious. Jarad explained that factors Rachlin looked at may include the tax agency report for 2018, non-capped funds, and loss in collection rate. Rachlin added based on collections, the Debt Service is safe for now.

Jarad explained that the upcoming levy ordinance cannot exceed what is in the appropriation ordinance. Price asked what is the levy impact to the tax payers. Rachlin stated tax bills will not be affected. Further discussion regarding the levy ensued, to ensure Board members fully understood caps and the maximum Cook County will extend to a levy ordinance.

Vice President Price made the motion to approve the Budget & Appropriation Ordinance for FY 2019 – 2020 and was seconded by Trustee Ervin.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Price, Patterson

Nays: Harris

Abstain:

Motion carried.

NEW BUSINESS

a. SECRETARY'S AUDIT

Patterson stated that she and Treasurer JoAnn Nesbitt examined the records for Fiscal Year 2018 – 2019 and found records to be in order and without error. Harris asked what records were reviewed. Patterson stated they examined the minutes for July 2018 – June 2019.

b. COST ESTIMATES FOR HVAC SYSTEM REPLACEMENT

McBride stated using the same estimates from previous vendors, however, with additional information on the units themselves and the possibility of consolidating units. All vendors stated it would not be wise to try to consolidate units. Morgan asked if bids were sent out. McBride and Patterson stated no, not at this time. Jarad stated she will just need specifications so she can start the RFP process. Additional discussion ensued about how best to start the RFP process, planned discussion among the facilities manager and the Building & Grounds Committee, as well as the best plan of action moving forward without immediate funds available for replacement.

Price asked if the Board landed on a decision on paying money to reinstate credit rating. McBride stated Acacia talked about it a while back, but could not recall if the Phoebe, the financial advisor, recommended moving forward on that idea. It was reiterated throughout the trustees that the credit rating only pertains to the bond rating, not credit rating for the District. Price asked about financing. McBride stated a contractor will require half before the job and the other half once the project is complete. The trustees stated the best plan of action is to apply for grants or fundraise and hold off on starting RFP.

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Harris asked why the President was listed as someone appointed to examine the secretary records. Patterson stated she appointed herself and the treasurer. Harris asked the attorney if that was appropriate, which Jarad stated the only person who should not examine the records is the board secretary.

c. PROGRAM IMPLEMENTATION (PLANNING & DEVELOPMENT COMMITTEE)

Price stated during the last Planning & Development Committee meeting it was decided that an exercise class and foreign language classes would start in September and run through October. Harris asked about costs for the foreign language classes. Price stated \$5 per session for Spanish and French will be instructed by Secretary Morgan in December and those classes will be free. Price asked if McBride could give input for the foreign languages. McBride stated being six week sessions, the French classes are free. The instructor will be \$35 per session and that is nominal compared to the costs software or databases. Harris stated software will be utilized more by patrons. Price stated it is a great idea to offer different modes of learning, but the committee came up with face-to-face instruction.

Ervin stated he agreed with the face-to-face instruction for beginners of new language. The software is nice, but there is definitely room for both. Patterson stated it is a great idea to increase foot traffic so patrons can learn about other programs hosted by the library. We are always trying to keep costs down, at the same time giving patrons as much information as possible.

Morgan stated there is free software programs online, which patrons can access from our website. We also have to realize older people in the committee who may be more willing to come into the library to learn a new language.

McBride stated there would be a charge for the exercise class, but not for the foreign languages. Price made a motion to approve the added programs with exercise at a cost of \$5 per session and free foreign languages, Introduction to Spanish and Introduction to French, to commence September. The motion was seconded by Ervin.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Price and Patterson

Nays: Harris

Abstain

Motion carried.

EXECUTIVE SESSION

Patterson made the motion to go into executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against legal counsel for the public body to determine its validity.

Price requested the agenda be amended to conduct audience participation. Patterson withdrew her motion and requested a motion to amend the agenda to allow for audience participation prior to executive session. The motion was seconded by Ervin.

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ROLL CALL VOTE

Ayes: Ervin, Morgan, Price and Patterson

Nays: Harris

Abstain

Motion carried.

AUDIENCE PARTICIPATION

A Harvey resident stated the tax evaluation was aggressive and should be assessed three – five years. You do not know if services will be affected and whether there is debt at the end of those years. Being too aggressive may put you in a hole down the road.

Regarding with the HVAC inspection, a line-item inspection should be completed and if there is a surplus, hold on through this winter and perhaps wait until spring to replace the units, if at all possible.

He believed while both foreign languages are important, technology should be a priority and focus on Spanish. He suggested the board concentrate on getting younger people into the library with the free programs.

Following audience participation, Ervin made the motion to continue the meeting within executive session under 2(C)1 and was seconded by Morgan.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Price and Patterson

Nays: Harris

Abstain

Motion carried.