

# Harvey Public Library District

## REGULAR BOARD MEETING

April 9, 2020

**Call to Order:** President Patterson called to order the Regular Library Board of Trustees Meeting of the Harvey Public Library District at 6:43p.m. In order to protect the community and limit the spread of the COVID-19, for the duration of the Gubernatorial Proclamation, the Harvey Public Library District Library Board of Trustees will conduct virtual meetings as authorized by Governor JB Pritzker's Executive Order 2020-07, issued on March 16, 2020, and extended April 1 – April 30, 2020, and the Attorney General guidance to the public bodies during the COVID-19 pandemic. The Board members will not be physically present for the meeting, but will instead participate in the meeting remotely via an online virtual meeting platform. In lieu of in person public comments, members of the public may submit questions to [amcbride@harvey.lib.il.us](mailto:amcbride@harvey.lib.il.us). The interim director's email is also available on the library's website. All questions will be read by the interim director during the Audience Participation portion of the meeting, as designated on the agenda.

### Meeting Information

Meeting link:

<https://harveypubliclibrarydistrict.my.webex.com/harveypubliclibrarydistrict.my/j.php?MTID=m384855eaba27c495adf97632fef51168>

Meeting number: 299 902 611

Password: GbhMDQSm323

### More ways to join

#### Join by video system

Dial 299902611@harveypubliclibrarydistrict.my.webex.com

You can also dial 173.243.2.68 and enter the meeting number.

#### Join by phone

+1-408-418-9388 United States Toll

Or, 1-312-535-8110

Access code: 299 902 611

#### *Roll Call by Conference Call:*

Present: Vice President Tamika Price, Treasurer JoAnn Nesbitt, Trustee Jerlene Harris, and President Roberta Patterson

Absent: Trustee Mauzkie Ervin, Trustee William Whitaker, Secretary Charwana Morgan

#### **Approval of Temporary Public Comment Rules Due to COVID-19**

Trustee Jerlene Harris asked if this concerns the Ordinance Adopting Monthly Bill Policy. President Patterson stated the current rules pertain to COVID-19 Public Comment Rules. Harris asked during the physical closure of the library, will patrons access the Internet programs and resources without charge since we are a service agency for the City of Harvey.

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(Trustee Mauzkie Ervin entered the meeting via conference call at 6:50pm)

President Patterson asked for approval of the Temporary Public Comment Rules Due to COVID-19. Attorney Dee Jarad explained that due to the governor's executive orders, the library is a non-essential business and most close. Citizens will not incur a charge to use the Internet. Harris asked if the library applied for stimulus monies due to the closure, as a 501, exempt non-for profit organization.

Trustee Mauzkie Ervin made the motion to approve Temporary Public Comment Rules Due to COVID-19 and was seconded by President Roberta Patterson.

### *ROLL CALL VOTE*

Ayes: Ervin, Nesbitt, Price, and Patterson

Nays: Harris

Motion carried

### **Approval of Meeting Minutes**

Patterson called for a motion to approve meeting minutes dated March 2020. Ervin made the motion and was seconded by Treasurer JoAnn Nesbitt.

### *ROLL CALL VOTE*

Ayes: Ervin, Nesbitt, Price, and Patterson

Nays: Harris

Abstain

Motion carried.

### **Review of Accounts & Approval of Bills Meeting Minutes**

Ervin asked about the ComEd bill, which showed two amounts. The interim director stated the amount due in April is \$4,854.37. The \$7,071.83 is due May 22. Nesbitt asked if the charge includes arrears payment. McBride confirmed the payments due include previous balances. Harris asked about Steam King cleaning surfaces for \$950 and window sills were not included. McBride stated Steam King sanitized and cleaned carpet throughout the building and sanitized the cloth chairs in the main seating areas. Maintenance will clean other areas.

There was a brief discussion between Ervin and McBride explaining the cause of a broken window and cost thereafter (\$1,120). Patterson asked if the cost was covered by insurance; if under deductible do not worry about reporting. Vice President Price asked if payroll services were changed. McBride explained that the switch was made from ADP to Paylocity to garner at least \$200 a month savings for the library. Also, Paylocity gives employees more hands-on capabilities. The change occurred in mid-February. Harris asked for more transparency in payroll checks issued to each employee; at this point payroll is lumped into one payment.

Ervin asked about employee health insurance. He mentioned if it was possible to get back into the health insurance program. McBride responded more information was needed and as soon as she knew more, she would share with the trustees.

Price asked if the alarm services were changed as well payroll. There were invoices for Quality Alarm and Stanley Security. McBride explained HPLD remains under Quality Alarm as before, however, Stanley Security repaired the library's main front doors. The doors had not been serviced in nearly five years. Sensors were replaced and other repair was required. The invoice covers all issues for one year, including inspections.

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After no further questions, Patterson called for a motion to review the accounts and approve bills. Ervin made the motion and was seconded by Nesbitt.

### *ROLL CALL VOTE*

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

Nays:

Abstain

Motion carried.

### **NEW BUSINESS**

- a. Resolution Adopting Payment of Ordinary & Necessary Recurring Monthly Bills Policy

Harris asked if payroll is included in the recurring bills. Harris states she is uninformed as to who works at the library. Attorney Jarad interjected that the policy does not include payroll; the payroll, according to Illinois Wage & Collections Act, is to be paid by employers at least in a semi-monthly basis. The resolution is necessary in the event there is no regular meeting and one is not subsequently held within 14 days of the regular meeting. Bills are approved by treasurer and reported to the Board at the next scheduled meeting. Mauzkie added this policy came about because we could not reach quorums at past meetings. Price asked Jarad about emailing bills and voting via phone, instead of automatic payment. Jarad stated this is an alternative in case a quorum is not reached, such as weather prevents holding a meeting. It is only intended to keep the library operating, such as utilities. Entering into new contracts or approving attorney's fees are not included.

After no further questions, Patterson called for a motion to approve Resolution 2020-RS-02, Resolution Adopting Payment of Ordinary & Necessary Recurring Monthly Bills Policy. Ervin made the motion and was seconded by Nesbitt.

### *ROLL CALL VOTE*

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

Nays:

Abstain

Motion carried.

- b. Staff Compensation until Governor's Stay-at-Home Executive Order is Lifted or thru May 14, 2020, whichever occurs first

Harris if all staff is paid during closure, has the library applied for the stimulus package that would assist in keeping a closed facility, not serving the citizens of Harvey. Harris states as a 501(c)3, the library should apply for assistance. Patterson asked the attorney for further explanation on applying for stimulus funds. Jarad stated the library is not a 501(c), it is a local governmental entity. The stimulus package is still being worked out and does not include tax credits given to employees. The library may consider other options. Patterson explained that the employees of the library received a 34-percent decrease one & half years ago and are working more than what they were originally hired for. They should be paid and work from home like the

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rest of this country. Patterson stated we are not being taken advantage because employees are working from home. Mauzkie agreed with Patterson's comment. Nesbitt stated employees took a cut in pay, they work very hard to keep the library running, and the money is available. Mauzkie stated employees should be paid; these are dangerous times and he does not want to see anyone die working this job. We currently do not have masks. Patterson understood that employees cannot work six-feet apart from the public.

Price asked if everyone has a role to play. Looking at the library's webpage, it states we are closed but other libraries are functioning virtually. McBride stated if you click on the sign, it will take you to additional website links. We're also making changing to the site such as "Ask a Librarian" which is being manned, we're answering questions via FaceBook, we're checking in materials; the perimeter of the library is being maintained. We're also working on online story time, crafts and other programs people may link from the website. The reference library continues to do research and answer questions.

Staff is conducting continuing education. They are keeping track of remote work. We still communicate with the public and are connected virtually. Price expressed concern that from appearances, more should be done. She asked if the meeting was available on FaceBook. McBride stated she was experiencing difficulty getting the meeting connected to FB and had been working on it throughout the meeting while the Board was talking. People are able to enter using the link to the meeting. Price asked about instant messaging to connect to employees at home. Price asked in the interim's opinion, are there enough to be done for everyone to be paid as a blanket. McBride answered that everyone is covering some part of the responsibilities and should be paid. McBride asked if Price could share websites. She stated she watched webinars and see how other libraries are utilizing a number of resources.

Harris wants to know how many full time employees are physically in the library and for how long each week. McBride stated she has been in the office; Crudup arrives to check on the building; Peake (youth manager) comes in one day a week; and Mike Richardson occasionally works in the office but is mainly off-site. Harris wanted employees' schedule of hours, assignments and what they are being paid for. Jarad interjected that the library is not identified as essential business; thus while closed they are allowed to perform minimum basic duties such as building maintenance, processing payroll, ensuring employees are able to work remotely as stated in the governor's executive orders. If employees are in the building, they must maintain social requirements according to the CDC. Jarad continued, as stated by the director, there are nine part time employees and five full time. Full time employees are to be paid regular full time pay; and part time will be at the rate the same as prior to the pandemic. Harris asked for the code that the attorney referenced, because it changes every week. Jarad stated the Governor's Orders concerning what is and is not essential business has not changed.

Nesbitt asked if the budget was passed and included how much the employees should receive. Patterson reiterated the question and stated yes that the budget included payroll. Mauzkie asked the interim to find masks to protect the employees while they work in the library.

Price asked that the interim director receive an allotment to allow her to successfully work from home. Price and Harris requested weekly progress to determine what employees are doing from

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home and the changes implemented. McBride implemented accountability worksheets from each employee and finds it easy to provide that information to the trustees. Patterson stated McBride should find out costs for internet access from her home to avoid coming into the library and submit to the trustees, along with information on employee insurance.

Harris asked if virtual cards could be issued to the Harvey patrons, like other libraries. McBride asked if Harris meant “hot-spot”. No further explanation was available.

Jarad interjected that the motion should be to approve the nine part time employees who work less than 30 hours that the employee works over a two-week period, until May 14, 2020, or until the governor’s orders are lifted, whichever occurs first.

Patterson made the motion and was seconded by Ervin.

### *ROLL CALL VOTE*

Ayes: Ervin, Patterson, Price, and Nesbitt

Nays: Harris

Abstain

Motion carried.

Patterson called for a motion to approve five full time employees, regularly scheduled to work 35 or more hours, their full regular salary before the pandemic until May 14, 2020, or until the governor’s orders are lifted, to the extent that the library can safely open to the public, whichever occurs first.

Patterson made the motion and was seconded by Ervin.

### *ROLL CALL VOTE*

Ayes: Ervin, Patterson, Price, and Nesbitt

Nays: Harris

Abstain

Motion carried.

### **AUDIENCE PARTICIPATION**

President Patterson asked if audience questions were available. McBride replied no questions were presented prior to the meeting.

Patterson called for a motion to adjourn. Ervin made the motion and was seconded by Patterson.

### *ROLL CALL VOTE*

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

Nays:

Abstain

Meeting adjourned at 8:01pm

*Audio and video of the meeting were available via WebEx.*