

HARVEY PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING

Thursday, December 10, 2020

Meeting Minutes

The Board of Trustees will conduct a Rescheduled Special Board Meeting remotely as authorized by the Governor's Executive Order 2020-07, re-issued and extended by Executive Order 2020-71 issued on November 13, 2020, and the Attorney General's Guidance to Public Bodies during the COVID-19 Pandemic. The Board President, having determined that an in-person meeting is not practical or prudent given the Governor's new Disaster Proclamation, proclaimed a quorum of Board members will not be physically present for the meeting, but will instead be participating remotely via an online virtual meeting platform. At least one member of the public body or the Interim Director will be physically present at the meeting location. The teleconference meeting of the Harvey Public Library District Library Board of Trustees may be viewed on Zoom scheduled to begin at 6:30 pm, Thursday, December 10, 2020.

In lieu of in-person public comments, members of the public may submit written public comments in advance of and during the meeting via email to the Interim Director at amcbride@harvey.lib.il.us. A link to the Interim Director's email address is also available directly on the District's website. All public comments will be read aloud by the Interim Director during the public comment portion of the meeting as designated on the Agenda.

AGENDA

1. CALL TO ORDER at 6:29pm

2. ROLL CALL

Present: Mauzkie Ervin, Jerlene Harris, Charwana Morgan, Tamika Price, Roberta Patterson

Absent: William Whitaker, JoAnn Nesbitt

3. APPROVAL OF MEETING MINUTES

President Roberta Patterson called for a motion to approve meeting minutes for November 12, 2020, Trustee Mauzkie Ervin made the motion and was seconded by Vice President Tamika Price.

ROLL CALL VOTE

Ayes: Ervin, Morgan, Price and Patterson

Nays: Harris

Abstain

Motion carried

Approval for Meeting minutes for November 23, 2020 was tabled to the next regular meeting due to lack of time to review. Motion made by Patterson and was seconded by Secretary Charwana Morgan.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Price and Patterson

Nays:

Abstain

Motion carried

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4. REVIEW OF ACCOUNTS & APPROVAL OF BILLS

5. Correspondence & Announcements

Interim Director Antonia McBride announced Dec. 14 – 21 to submit petitions for the April 2021 consolidated election. According to the Cook County Election Board, all candidates must have access to a working email.

Trustee Jerlene Harris announced information about the library appeared in the December Shopper Newspaper.

6. REPORT OF TRUSTEES/COMMITTEES

- a) Buildings & Grounds – No Report
- b) Finance – As Stated through reading of Treasurer’s Report
- c) Planning & Development – No Report

7. TREASURER’S REPORT

FIRST MERCHANTS

NOVEMBER 1 – 30, 2020

Account:	X5775	Account:	X5767
Beginning Balance:	\$668,237.73	Beginning Balance:	\$27,524.38
Withdrawals:	\$ 42,757.98	Withdrawals:	\$0.00
Deposits:	\$ 4,271.64	Deposits:	\$ 1,147.78
Ending Balance:	\$629,751.39	Ending Balance:	\$28,672.16

Account:	X0863
Beginning Balance:	\$8,114.29
Withdrawals:	\$0.00
Deposits:	\$0.00
Ending Balance:	\$8,114.29

ILLINOIS FUNDS

NOVEMBER 1 - 30, 2020

Account	X5535 (General Fund)	Account	X3106 (Gift Account)
Beginning Balance	\$41,770.26	Beginning Balance	\$5,887.71
Deposits	\$0.00	Purchases/Withdrawals	0
Ending Balance	\$41,776.98	Ending Balance	\$5,888.17
Interest Gain	\$ 6.72	Interest Gain	\$ 0.46

Account	X1100 (Special Reserve Fund)
Beginning Balance	\$22.52
Purchases/Withdrawals	0
Ending Balance	\$22.52

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REGIONS BANK **NOVEMBER 1 - 30, 2020**

Project Funds:	\$508.01
Tax Escrow	\$552,180.80
Debt Service Reserve	\$625,976.75

Trustee Harris requested for the matter of record the statement that HPLD is ignoring its obligation to repay Cook County for more than \$200,000.

Patterson called for a motion to table the Treasurer's Report until the next regular scheduled meeting. Morgan made the motion and was seconded by Trustee Mauzkie Ervin.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Price and Patterson
Nays:
Abstain
Motion carried

8. REPORT OF THE INTERIM DIRECTOR

As we approach the close of another year, staff at HPLD continues to strive to give the best service possible. HPLD is one of the few libraries in our immediate service area that is open to the public, albeit with limited time. In spite of the financial and pandemic challenges, staff has been gracious and open to changes we've undergone to remain safe. Even team members who have been here one year or less, realize HPLD is something extraordinary. Thank you for an outstanding year and happy holidays to: Desiree Moore, La'Quinna Rodriguez, Keisha Brokaw, Lorenzo Mardis, Tim Coleman, Karl Lymas, Robin McCammon, Pat Nevins, Angi Mitchell, Kim Peake and Daryl Crudup.

MEETINGS

I attended a LIRA meeting in early November, when I learned that the insurance company anticipates nearly 18% increase for fiscal year 2021. However, it was explained that in challenging insurance markets, such as what is being experienced during the time of COVID-19, being part of a pool is most beneficial as the cost is spread across many members. LIRA was able to gain flexibility in the changing markets. Other agencies may see an increase as much as 20%. This is due in part to increase in property values, auto insurance, and cyber security issues.

PROGRAMS

Breakfast with Santa is now **Santa's Cyber Celebration**. HPLD has moved Breakfast with Santa online. **December 12 from 9 – 11am**, staff will provide many of the same activities in years' past such as Christmas story time, sing-along and raffles. Surprises are in store to accommodate the new format. Registration is now closed. The event will be held on Zoom. Families unable to access the program may still pick up gifts next week (Dec. 14-16, 2020 until the close of business at 6:00pm).

CONTRACTS

Internet Service & E-rate: Through the assistance with a network of library directors, I contacted an E-Rate consultant. Steve Futrell, M.Ed., CEO of E-Rate Funding Solutions, LLC, has over 30 years-experience working within education and libraries on E-Rate. As soon as I submit to him the July 2019 AT&T internet invoices, he will submit forms needed to gain HPLD's 2019 funding. As mentioned in a

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previous meeting, funding for 2018 will be more difficult due to past deadlines. However, we will file an appeal to the FCC to determine if anything may be salvageable. The two payments have been mailed to AT&T. Once these payments are posted, I will contact company reps to determine, what, if any, amounts may be waived in an effort to pay off the balance of the past due amount.

On Going Projects

- Attendance at Directors' meetings/webinars hosted by RAILS, SWAN & South Suburban Directors group
- Prepare Chart of Accounts to determine outstanding balances (END OF REPORT)

9. NEW BUSINESS

- Approval of 2021 Calendar for Board Meetings and Library Closures

Patterson called for a motion to table Approval of 2021 Calendar. Price made the motion and was seconded by Ervin.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Price and Patterson

Nays:

Abstain

Motion carried

Patterson requested a motion to present November and December bank statements in the next board packet. Morgan made the motion and was seconded Price.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Price and Patterson

Nays:

Abstain

Motion carried

10. AUDIENCE PARTICIPATION (Limit Remarks to three (3) minutes) A patron letter emailed to the interim director was read, stating concern for the professionalism of one of the board members. The board member mentioned in the letter requested a copy of the email to follow up with Cook County Treasurer (without need of contact information). No further discussion.

Price gave condolences on behalf of herself and the board of trustees to Manager Kim Peake for her personal loss.

11. Adjournment

Patterson called for motion to adjourn the meeting. Morgan made the motion and was seconded by Price.

ROLL CALL VOTE

Ayes: Ervin, Harris, Morgan, Price and Patterson

Nays:

Abstain

Motion carried