

Harvey Public Library District's Board Meeting Minutes

December 10, 2015

Board Meeting

President Patterson called the meeting to order at 6:03pm.

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

Absent: Tamika Price

APPROVAL OF MINUTES

President Patterson made a motion to approve the previous month's minutes and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Tamika Price

Motion Carried.

Trustee Price joined the meeting at 6:08pm.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Whitaker made a motion to approve the previous month's bills and review of accounts and was seconded by Trustee Ervin.

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

President Patterson states that Director Flowers handed out some literature to the board that she thought would be helpful. She states it's from the Illinois Library Association (ILA) and it's about state library funding.

Vice-President Fields states that State Representative Will Davis will be having a luncheon at the Park District (Gloria Taylor) on Tuesday, December 15, 2015, at 12:00pm, free and open to the public but must call to RSVP.

Trustee Whitaker states that he's looking forward to Breakfast with Santa at the library on Saturday, December 12, 2015 at 8:00am.

REPORT OF THE TREASURER

As stated.

General Fund-\$381,961.74

Gift Account-\$5,548.95

Special Reserve Account-\$22.46

Vendor Account-\$70,773.56

Expense Account-\$33,688.26

Youth Services Account-\$3,414.36

REPORT OF THE LIBRARY DIRECTOR

Director Flowers announces that HPLD received reimbursement payment from e-rate in the amount of \$44,212.50. Director Flowers states that on December 7, 2015, HPLD administration staff was trained by Jerry J. Jones, a field coordinator from the county Elections Department, on being deputy registrars and now are duly sworn in as Deputy Registrars.

Director Flowers states that there were a few issues concerning the construction project. She states that there was a pothole in the street where a sewer line was being settled and the pothole was filled with rocks. Director Flowers states that the construction team didn't want to cover the area until it settled. She states that people in the community had a few complaints about hitting the pothole. Director Flowers states that she was instructed by the construction team to send the people to the City of Harvey with complaints. She states that she spoke with Mr. Fisher from the City of Harvey and addressed the issue by filling the pothole with rocks until the construction team is able to do patchwork and lay asphalt on the pothole.

Director Flowers states that HPLD employees Christmas party will be held on December 19, 2015, at 6:00pm at the Harvey Public Library.

Director Flowers states that HPLD staff had an in-service day at the Glenwoodie Golf Course located in Glenwood, IL. She states that the employees returned to the library to receive additional training from Police Detective Baptiste and Harvey Fire Department Captain.

Director Flowers states that Breakfast with Santa will be Saturday, December 12, 2015, and the Board of Trustees are cordially invited.

Trustee Harris states that she will like to congratulate Director Flowers and administration staff on becoming Deputy Registrars. She states that she would be more than happy to help pass out the voter's registration flyers to different establishments when they become available.

Director Flowers states that Jerry Jones stated that there had been some complaints about voters being in the hallway voting at a local church. She states that once the building is complete HPLD could become a polling place.

Trustee Price asked, in the IT Manager Report was he stating that the library needs new computers to upgrade and what was his suggestion with Windows 10?

Director Flowers states that the IT Manager was just letting you know that Windows 10, even though it's a new program it's not really fully supported by most programs on the computer. She states that our accounting system SAGE isn't supported by Windows 10, you could work on it but can't edit or export any files while using Windows 10. Director Flowers states that the IT Manager updated her computer and her assistant's computer to Windows 10 and now are thinking about going back to Windows 7 until it's fully supported. She states that the IT Manager didn't want to update the public computers just yet until they're fully supported.

Trustee Harris asked, Director Flowers if the Annual Receipts and Disbursements been published and if so she will like to have it.

Director Flowers states that we haven't gotten to that part of the agenda yet but no it hasn't been published because it has to be approved by the board first then it will be published in the Star Newspaper.

REPORT OF TRUSTEES/COMMITTEES

A. Building and Grounds Committee

No report.

B. Finance Committee

No report.

Trustee Ervin states that Jack Hayes is here and want to know if he have anything to share with the board.

Director Flowers states that because of the pothole issue she asked Jack Hayes, project manager, if he could be at the meeting just in case the board had any questions. She states that Jack brought in an updated construction board listing new and old Board of Trustees.

Trustee Ervin asked, Jack if everything was on schedule in terms of opening of the new library?

Jack Hayes states that the switch over from phase one (1) to phase two (2) will be in January. He states the projected opening date will be in May. Jack Hayes states that he's not sure if the board has had a chance to do a walkthrough at all or not.

Jack Hayes states that the building is really starting to take shape, it really looks like what you all envisioned. He states that he thinks that it's going to be a great building and a spectacular environment.

Jack Hayes states that he's really proud of the construction project and we're still on budget and the schedule is holding. He states that the building is enclosed, the heat is on, the lights are going to be installed soon and the new equipment is working.

Jack Hayes thanks the board for their continued support.

C. Planning and Development Committee

Vice-President Fields states that she gave Trustee Whitaker a letter to read to the board. She states that the letter is in reference to naming the library after President Barack Obama and will like to send it to President Obama.

Trustee Whitaker reads the letter that vice-President Fields drafted.

President Patterson states that she's very proud of President Obama but there's thousands of institutions named after him. She states that she would like for the library's name to remain Harvey Public Library.

Trustee Harris states that there's a school nearby with President Obama's name attached and would like for the board to contact them and see how they went about naming their facility after the president.

Trustee Price states that she wants to ask Trustee Whitaker because she knows he was involved with the Phoenix Library, she asked, if there was any support from the president during the naming process?

Trustee Whitaker states that there wasn't any support from the president and states that at the time they were doing construction they just wanted to be the first institution to capture that name. Trustee Whitaker states that he was only involved in the money side of things for the Phoenix Library.

NEW BUSINESS

A. Approval of Annual Receipts and Disbursements (Action Item)

President Patterson made a motion to approve the Annual Receipts and Disbursements and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays: Barbara Fields

Abstain:

Absent:

Motion Carried.

B. LIMRiCC and LGHP Comparison

Director Flowers states that Trustee Price asked her to do a comparison with LIMRiCC and states that she gave a breakdown of Local Government Health Plan and LIMRiCC. She states that LIMRiCC is who the library's employees are using now because they're more reasonable than LGHP.

EXECUTIVE SESSION

A. Executive Session for the purposes of discussing "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body" (5 ILCS 120/2 (c) (1)).

Trustee Harris that for the matter of record she believes this board is in violation of the Open Meetings Act, Section ILCS 120/2a. She states that you cannot discuss bonuses in this closed session because it's a collective item and will like it noted for the record.

Trustee Harris states that you have to state the specific employee that you're going into Executive Session for.

President Patterson states that you don't have to name that person before going into Executive Session.

Attorney Jarad states that the logic behind that is you don't have to name the employee to go into Closed Session but when you come out of Closed Session if you want to take any action regarding any specific employee regarding employment, compensation, performance, discipline etc. any final action you would have to identify that employee in Open Session once you've had a Closed Session.

Trustee Harris asked, Attorney Jarad are you going to discuss anything under unfinished business in Executive Session?

Attorney Jarad states that she won't be discussing anything in Closed Session it will be discussed among board members.

Trustee Harris states that for a matter of record she still believes that the board is in violation of the Open Meetings Act.

Regular session adjourned at 6:50pm.

President Patterson made a motion to go into Executive Session for the purposes of discussing "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body" (5 ILCS 120/2 (c) (1)) and was seconded by Trustee 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.

Regular Session back in session at 7:30pm.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

UNFINISHED BUSINESS

A. APPROVAL OF SPECIFIC EMPLOYEE PAY INCREASES/BONUSES (Action Item)

Trustee Whitaker made a motion to approve specific employees (Sandra Flowers, Antonia McBride, Daryl Crudup, Patrick Nevins, Diane Boswell, Timothy Coleman, Tristan Dixon, Curtis Ross and Brian Webster) pay increases of 2% and was seconded by Trustee Price.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

Vice-President Fields states that she does not approve of the list provided by Director Flowers with the employees Christmas bonuses listed. She states that it's too much money for people that's getting really nice salaries. Vice-President Fields states that the bonuses should be broken down and put into some other people salaries.

Trustee Nesbitt states that she thinks that the people that didn't get raises should get their bonuses.

Trustee Whitaker states that the recommendations were probably based on merit so that wouldn't work out.

President Patterson states that these are Director Flowers's recommendations either you agree with it or you do not agree with it.

Trustee Price asked, if we could make a motion to not do it collectively and revisit that? She states that she thinks that everyone should get a bonus just not in the amounts listed.

Trustee Harris states for a matter of record that she took the time to go to Glenwood-Lynwood Library, Hazel Crest Library, Blue Island Library, South Holland Library and Dolton Library. She states that she done this to get an idea of what other libraries were doing for their staff for Christmas bonuses.

Trustee Harris states that for bonuses Glenwood-Lynwood Library is giving a \$50.00 gift card from the trustee item line, Dolton said no, Hazel Crest says no, Blue Island said they're giving \$50.00 to part-time workers and \$75.00 to the full-time workers, South Holland says no bonus. She states that she thinks within reason the \$50.00 and the \$75.00 gift card or whatever it depends on what account you taking it out of.

Trustee Harris asked, Director Flowers if she was taking the bonuses out of the trustees allotted account, what account are you taking this out of?

Director Flowers states that she appropriated in the budget for appropriations under bonuses. She states that this money was appropriated under salary and wages and the bonuses was appropriated along with the raises.

Trustee Harris asked, is that under the General Ledger?

Director Flowers states that that's under salary and wages.

Trustee Whitaker states for the record asked, Director Flowers if this was appropriated in the last budget that was passed?

Director Flowers answers with, a yes.

Trustee Harris states that just because it's is appropriated doesn't mean you have to use it.

Vice-President Fields states that she don't have to vote on the bonuses just because it was appropriated in the budget.

President Patterson states that the trustees are absolutely correct they do not have to vote on the bonuses.

Trustee Ervin states that after hearing what the other libraries were doing for their staff, maybe we should look at the amounts that we're giving. He states that maybe we should bring it down a little bit.

President Patterson states that this is something to think about but the employees at this particular library have not had a bonus or merit at all. She states that one (1) year the staff didn't receive bonuses or raises then one (1) year they only received like a \$25.00 gift card.

President Patterson states that the staff here at this library do different things and for a different pay than South Holland, than Dolton, than Phoenix, and different from Glenwood-Lynwood. She states that they might be comparable but not the same as here in Harvey. President Patterson states that she

thinks that the staff does more work here and take more stuff here, you have to admit we have different patrons that visit our library than at those other libraries that were mentioned and they work hard.

President Patterson states that her opinion is that I take what our director recommends seriously because I figure she have studied and knows what she's talking about this is only my opinion the board have a right to have theirs.

President Patterson states that what the board could do now is make a motion for whatever you want.

Vice-President Fields states that this money needs to stay in the bank it is way too much money to give out for bonuses.

Trustee Harris made a motion to give \$50.00 to part-time employees and \$75.00 to full-time employees at the Harvey Public Library District and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Jerlene Harris

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

Abstain:

Absent:

Motion Failed.

Trustee Price made a motion based on the employees Christmas bonuses list for the 1st employee on the list to receive \$500.00 bonus, employee(s) 2, 3, 4 and 5 on the list receive a \$300.00 bonus, employee(s) 6, 7, and 8 on the list receive a \$250.00 and the remaining employees on the list receive a \$150.00 bonus and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin and Barbara Fields

Nays: Jerlene Harris, William Whitaker, JoAnn Nesbitt and Roberta Patterson

Abstain:

Absent:

Motion Failed.

President Patterson made a motion to recommend we give the Harvey Public Library District employees what was recommend on the employee Christmas bonus list by our director and was seconded by Trustee Whitaker.

Roll Call Vote:

Ayes: *Mauzkie Ervin, William Whitaker, JoAnn Nesbitt and Roberta Patterson

Nays: Tamika Price, Jerlene Harris, Barbara Fields and Mauzkie Ervin

Abstain:

Absent:

Motion Failed.

*Trustee Ervin changes his vote to No.

Trustee Harris made a motion to give the employees of the Harvey public Library District a \$50.00 gift card or a \$50.00 Visa card for Christmas bonus and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Jerlene Harris

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

Abstain:

Absent:

Motion Failed.

Trustee Ervin made a motion based on the employee Christmas bonus list to give employee # 1 a \$500.00 bonus, #2, 3, 4 and 5 a \$300.00 bonus, #6, 7 and 8 a \$250.00, #9, 10, 11 and 12 a \$150.00 bonus and #13, 14, 15, 16, 17, 18 and 19 a \$100.00 bonus and was seconded by Vice-President Fields.

Roll Call Vote:

Ayes: Tamika Price, Mauzkie Ervin, and Barbara Fields

Nays: Jerlene Harris, William Whitaker, JoAnn Nesbitt, and Roberta Patterson

Abstain:

Absent:

Motion Failed.

Vice-President Fields states that she knows what's going on and it is sad that the board is agreeing to give away so much money to these employees.

Trustee Whitaker states that he think it shows that it is a credit to the board that existed before he became a board member. He states that it shows strength and definite determination and confidence in the director that you would approve a budget that had this line item and already appropriated it for this particular cause.

Trustee Whitaker states that he thinks it shows financial integrity and foresight, so if you appropriated that much money I think it's a good idea if you see fit to use it.

Vice-President Fields states that it was a mistake.

President Patterson states that Vice-President Fields voted on the budget.

Vice-President Fields states that the board done a lot of stupid things in the past but it's never too late to correct them.

Trustee Whitaker states that he's complimenting the board.

President Patterson states that we have to have a cohesive board and want to have foresight and intelligence. She asked, the board what is wrong with this employee Christmas bonus list?

Trustee Nesbitt made a motion to approve employees' bonuses in the amount of \$1,000.00 for employee #1, \$400.00 for employee(s) #2, 3, 4 and 5, \$300.00 for employee(s) #6-7, \$250.00 for employee # 8, \$150.00 for employee(s) #9, 10, 11 and 12 and \$100.00 for employee(s) #13, 14, 15, 16, 17, 18 and 19 and was seconded by President Patterson.

Roll Call Vote:

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

Nays: Jerlene Harris and Barbara Fields

Abstain:

Absent:

Motion Carried.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

No audience participation.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 8:02pm 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:

Meeting Adjourned.

EMPLOYEE CHRISTMAS

BONUSES



Sandra Flowers	Library Director	\$1000.00
Kim Peake	Adult Services Manager	\$400.00
Antoine McBride	YS/YA Manager	\$400.00
Daryl Crudup	Facilities Manager	\$400.00
Michael Richardson	IT Manager	\$400.00
Glenda Miller	Administration	\$300.00
Ada Jennings	Tech. Services Supervisor	\$300.00
Patrick Nevins	Reference Librarian	\$250.00
Timothy Coleman	IT Assistant	\$150.00
Ina Bolling	Circulation Assistant	\$150.00
Desiree Moore	Youth Services Assistant	\$150.00
Michelle King	Young Adult Assistant	\$150.00
Kendraya Winbush	Circulation Clerk	\$100.00
Tristian Dixon	IT Clerk	\$100.00
Curtis Ross	Maintenance	\$100.00
Terrance Moore	Maintenance	\$100.00
Joshua Howard	Security Guard	\$100.00
Brian Webster	Security Guard	\$100.00
Diane Boswell	Youth Services Page	\$100.00

Total:

\$4,750.00

Harvey Public Library District

Employees Pay Increases

	<u>1%Raise</u>	<u>2%Raise</u>	<u>3%Raise</u>
<u>Library Director</u>			
1. Sandra Flowers	\$870/26=33.46	\$1740/26=66.92	\$2610/26=100.38
<u>Managers</u>			
2. Kim Peake <i>No Raise</i>			
3. Antonia Mcbride		\$1000/26=38.46	\$1500/26=1500
4. Michael Richardson <i>No Raise</i>			
5. Daryl Crudup		\$1038.64/26=39.94	\$1557.97/26=59.92
<u>Administrative Assistant</u>			
6. Glenda Miller <i>TOT-No Raise</i>			
<u>Circulation Department</u>			
7. Ina Bolling <i>TOT-No Raise</i>			
8. Patrick Nevins		\$450.11/26=17.31	\$865.60/26=\$25.96
9. Kendraya Winbush <i>TOT-No Raise</i>			
<u>Youth Services</u>			
10. Desiree Moore <i>TOT-No Raise</i>			
11. Michelle King <i>TOT-No Raise</i>			
12. Diane Boswell		\$224.64/26=8.64	\$336.96/26=12.96
<u>Public Services Coordinator</u>			
13. Vacant			

Technical Services

14. Ada Jennings *TOT-No Raise*

Technology Department

15. Timothy Coleman	\$430.26/26=15.51	\$604.89/26=23.26
16. Tristian Dixon	\$361.92/26=13.92	\$542.88/26=20.88

Buildings and Maintenance

17. Curtis Ross	\$361.92/26=13.92	\$542.88/26=20.88
18. Terrance Moore	<i>No raise</i>	

Security

19. Brain Webster	\$361.92/26=13.92	\$542.88/26=20.88
20. Joshua Howard	<i>No raise</i>	

****All raises are based upon a yearly percentage***

Total if board approve a 2% raise it will cost the District: \$5,969.41

Total if board approve a 3% raise it will cost the District: \$9,104.06

Classification Salary Range

106

11	\$71,887.00-
10	\$50,000.00 - \$63,000.00
9	\$43,129.00 - \$60,000.00
8	\$34,743.00 - \$43,129.00
7	\$29,950.00 - \$43,129.00
6	\$20,366.00 - \$29,950.00
5	\$14.00 - \$16.00 (HRLY)
4	\$12.00 - \$14.00 (HRLY)
3	\$10.00 - \$12.00 (HRLY)
2	\$8.25 - \$10.00 (HRLY)
1	*Summer Employment \$8.25 (HRLY)