

Harvey Public Library District's Board Meeting Minutes

August 11, 2016

Board Meeting

President Patterson called the meeting to order at 6:00pm.

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

Absent: Tamika Price

APPROVAL OF MINUTES

Trustee Ervin made a motion to approve the board meeting minutes for the previous month and was seconded by Trustee Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Tamika Price

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

President Patterson made a motion to approve the bills from the previous month and was seconded by Trustee Fields.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Tamika Price

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

Trustee Harris states that she will like to address the board about being reimbursed for a lunch she purchased for the board meeting. She states that this item is already budgeted and prefers that she get her own lunch and is reimbursed for it.

Trustee Harris states for the record that she is turning in a refund check from the ALA 2016 Conference in the amount of \$417.15. She asked, the director if she would acknowledge that she gave her this check in that amount?

Director Flowers acknowledged that Trustee Harris gave her a check in the amount of \$417.15.

REPORT OF THE TREASURER

As stated.

General Fund-\$19,615.42

Gift Account-\$5,558.61

Special Reserve Account-\$22.46

Vendor Account-\$222,256.85

Expense Account-\$25,281.18

Youth Services Account-\$4,464.36

REPORT OF LIBRARY DIRECTOR

Director Flowers announces that HPLD will be having their Annual Library Fest Saturday, September 3, 2016 starting at 11:00AM. She states that at this event there will be school supplies giveaways, food, fun, live music, etc. Director Flowers states that the library will be closed on that day.

Trustee Harris asked, Director Flowers if she could make the font on the Youth Services report larger than what it is?

Director Flowers states that she will speak with the Youth Services Manager about the font on her report.

REPORT OF TRUSTEES/COMMITTEES**A. BUILDING & GROUNDS**

No report.

Trustee Whitaker states that he heard about the emergency closing/evacuation and is pleased to know that everything was done right and in order.

Director Flowers states that she would like to comment on that. She states that there was a gas leak and don't know how long it was going on. Director Flowers states that the security guard alerted the library right away that there was a gas leak outside. She states that she would like to give a special thanks to Officer Webster on his great work and being on point.

Trustee Whitaker states that maybe this will trigger having Building & Grounds Committee meetings so that there are some evacuation plans in place.

The board thanked Officer Webster.

B. FINANCE

No report.

C. PLANNING AND DEVELOPMENT

Trustee Fields states that she's been trying to start up Friends of the Library for the past three (3) or four (4) years and she just haven't gotten it off the ground yet. She states that she have some literature on it that she will past out so that the board could read over it and exchange their ideas about Friends of the Library.

Trustee Whitaker asked, if the library district forms Friends of the Library or are they completely separate from the other?

Trustee Fields states that the two (2) are completely separate from the other.

President Patterson states that the board oversees the finances that are raised through Friends of the Library.

President Patterson states that she forgot to mention something in the correspondence/announcement section of the agenda. She states that at one (1) of the previous meetings Joyce-Kellogg Weaver stated that the plaque/sign that was made for the Grand Opening Ceremony showed that her position was trustee not treasurer and that it needs to be corrected. President Patterson states that after researching that information she and the director found that what the plaque/sign shows is valid and the information could be found on the Cook County Clerks website.

Trustee Price joins the meeting at 6:22pm.

UNFINISHED BUSINESS

A. Approval of Old Salary and Classification Chart (Action Item)

Trustee Harris asked, why does the chart reads old salary and classification chart? Is there something old on the chart?

Director Flowers states that this is the name that the previous director and board gave for the chart. She states that it could be changed.

President Patterson states that the board will change it to Salary and Classifications and take out the old.

Trustee Harris states that the only thing she is having a problem with the chart is that she is seeing a lot of assistants to someone. She states that the Reference Librarian is here to address the concerns of our citizens. Trustee Harris states that they have been trained to give out that information. She states that she believes that HPLD should put more money into a Reference Librarian with a MLS.

Director Flowers and President Patterson explained to Trustee Harris that HPLD does have staff that have their MLS Degree.

Trustee Harris state that the board and Director Flowers should consider hiring another librarian with a MLS Degree.

Director Flowers explains to the board the changes that were made to the Salary and Classifications Chart. She compared the Old Salary and Classifications Chart to the new chart.

Trustee Whitaker made a motion to approve Staff Positions and Classifications number 105 with the removal of old and Salary Classifications Range number 106 and was seconded by Trustee Fields.

Roll Call Vote:

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

Nays: Tamika Price and Jerlene Harris

Abstain:

Absent:

Motion Carried.

B. Approval of Flex Room Policy (Action Item)

After a brief discussion the board decided to amend some verbiage on pages one (1), two (2) and four (4) of the Flex Room Usage Policy.

President Patterson made a motion to amend and omit number four (4) on page two (2) and renumber five (5) as number four (4) of the Flex Room Usage Policy and was seconded by Trustee Price.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

President Patterson made a motion to amend the Flex Room Usage Policy the sixth (6th) paragraph to read as follows; Availability and use of Flex room after library hours up to four (4) hours at a small fee of \$50.00 an hour for residents and \$100.00 an hour for non-residents 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.

President Patterson made a motion to amend Flex Room Usage Policy on page four (4) under fees and charges under room reservation between room and unless, we are going to insert for district residents. So, it will read; there's no fee to reserve the Flex Room for district residents unless using the room after library hours for events and social gatherings 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.

C. Approval of Meeting/Study Room Policy (Action Item)

Meeting Room:

President Patterson made a motion to approve the Meeting Room Usage Policy and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

Study Room:

Trustee Whitaker made a motion to adopt the Study Room Usage Policy and was seconded by Trustee Fields.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

D. Approval of Work Place Bullying and Harassment Policy (Action Item)-Tabled

This agenda item was tabled until next Board Meeting

E. IL Funds Gift Account-Tabled

The Board of Trustees exchanged ideas on what the monies in the Gift Account could be used for and tabled this agenda item until October 2016 Board Meeting.

NEW BUSINESS

A. CDBG Demolition Grant Update (Trustee Whitaker)

Trustee Whitaker states that as of today (8.11.2016) HPLD has not received a notice to proceed on the demolition of the Turlington property.

B. Approval of Personnel Policy at-Will Policy (Action Item).

Trustee Ervin made a motion to approve the Personnel Policy At-Will Policy number 100 and was seconded by Trustee Price.

Roll Call Vote:

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

Nays:

Abstain:

Absent:

Motion Carried.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Dontrel Evans states that he came into the library about a month ago and has been trying to get in contact with the director. He states that he comes to the library to do a lot of his paper work and research. Dontrel states that he normally comes in with his little girl that is two (2) years old but he was alone this day in the Moms/Dads/Baby area of the library. He states that the way that his yahoo account is set-up he will have to get on that same computer. Dontrel states that a staff member gave him a hassle about getting on the particular computer. He states that the same staff member told him that he could not use those particular computers if he didn't have a child with him. Dontrel asked, what is it that he could do to access his emails in the event he doesn't have his little girl with him?

Director Flowers states that first off, that staff member was taking the proper security measures. She states that HPLD does not allow parents in that particular area without a child. Director Flowers states

that in the future when/if Mr. Evans will like to access his emails a the IT Manager will be more than happy to assist him with accessing his emails.

Trustee Harris turned in a letter to Director Flowers from a citizen of Harvey.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 7:15pm 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.