

Harvey Public Library District's Board Meeting Minutes

December 8, 2016

Board Meeting

CALL TO ORDER

President Patterson called the meeting to order at 6:30pm.

ROLL CALL

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

Absent: Barbara Fields

APPROVAL OF MINUTES

Trustee Price made a motion to amend the agenda to remove the approval of employee percentage raise from the agenda and was seconded by Trustee Harris.

Roll Call Vote:

Ayes: Tamika Price and Jerlene Harris

Nays: Mauzkie Ervin, William Whitaker, JoAnn Nesbitt and Roberta Patterson

Abstain:

Absent: Barbara Fields

Motion Failed.

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

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent: Barbara Fields

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Whitaker made a motion to approve the bills from the previous month and was seconded by Trustee Nesbitt.

Roll Call Vote:

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

Motion Carried.

CORRESPONDENCE/ANNOUNCEMENTS

Trustee Nesbitt reads a letter she wrote addressed to the Board of Library Trustees.

Trustee Harris reads a trustee manual and template that she received from the state library.

Trustee Ervin states that he has information packets for any audience member that was attending his scheduled meeting that was cancelled.

REPORT OF THE TREASURER

As stated in the Financial Meeting.

REPORT OF LIBRARY DIRECTOR

As stated.

Director Flowers listed donations for Breakfast with Santa.

REPORT OF LIBRARY TRUSTEES/COMMITTEES

A. BUILDING & GROUNDS

1. Cement Panels on Exterior of Library Warping

No report.

Trustee Ervin states that he would show Director Flowers where the warping is on the building.

B. FINANCE

As stated in the Treasurer's Report.

C. PLANNING AND DEVELOPMENT

No report.

UNFINISHED BUSINESS

A. Selection of Yard Sign Proposal (Action Item)

After a brief discussion the board decided to table this agenda item until next board meeting.

B. Approval of Employee Percentage Raise (Action Item)

Trustee Price asked, Director Flowers to read her letter that she addressed to the Board of Trustees about merit and percentage raises?

Director Flowers read her letter aloud to the board and audience.

Attorney Jarad explains to the board how they're supposed to vote on percentage raises.

After a lengthy discussion the board decided to table this agenda item until next board meeting.

Trustee Whitaker made a motion to table the approval of employee percentage raises and was seconded by Trustee Price.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Barbara Fields

Motion Carried.

President Patterson asked, the board if it was possible for them to call a special meeting about the percentage raises?

The board decided to schedule a special meeting for the employee percentage raises and holiday pay. Special meeting date wasn't voted on at this meeting.

C. Approval of Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses

After a lengthy discussion the board decided to approve the resolution with amendments.

Trustee Ervin made a motion to amend paragraph 2 on page 3 by inserting following the dollar sign the following language, \$125.00 per day per person per type of travel for which travel has been authorized under section 2 and to amend paragraph 3 by deleting the dollar sign and blank sign and inserting following the word limit as set in 4 ii. and was seconded by Trustee Price.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Barbara Fields

Motion Carried.

NEW BUSINESS

A. Securing Room and Cancellation Policy

Trustee Ervin states that he had scheduled a meeting at the library and it was cancelled. He states that Director Flowers received six (6) phone calls complaining that his meeting was a political meeting. Trustee Ervin states that Director Flowers came to the library and shut the meeting down because of the calls she received. He states that his meetings are informative and are not political. Trustee Ervin states that a policy needs to be put in place for room cancellations so that a situation that occurred doesn't happen in that manner anymore.

The board discussed securing a room cancellation policy. The attorney will look over the current policy HPLD have in place.

B. Policy and Procedure for Handling Complaints

President Patterson read a letter Director Flowers addressed to the board about how HPLD currently handles complaints.

C. Approval of Annual Receipts and Disbursements 2015/2016 FY (Action Item)

Trustee Ervin made a motion to approve the Harvey Public Library District's Annual Statement of Receipts and Disbursements for FY 2015/2016 and was seconded by Trustee Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Barbara Fields

Motion Carried.

D. Approval of Employee Christmas Pay (Action Item)

The board decided to table this agenda item.

Trustee Ervin made a motion to table the approval of employee Christmas pay until next meeting and was seconded by Trustee Harris.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Barbara Fields

Motion Carried.

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Ms. Donahue states for the record that she is requesting from the HPLD library board of trustees a review of the library's policy on what is being referred to as political meetings.

Ms. Smith asked, how much HPLD charge to rent the videos?

Director Flowers states that the videos are \$1.00 for new releases and after thirty (30) days the video is free to rent.

Ms. Smith asked, Treasurer Nesbitt if the letter she read was from an employee or who?

Treasurer Nesbitt states that the letter was from herself.

Ms. Smith states her opinion about the employee raises. She states that the City of Harvey is in a state where raises shouldn't be considered at this time.

Ms. Moody states that the staff including the director at the Harvey Public Library District does a great job and the board should consider the raises. She states that the staff is very dedicated and take pride in what they do.

Ms. Gray asked, Director Flowers why are the residents of Harvey paying the same for computers as non-resident patrons?

Director Flowers states that the fees were in place before she took directorship. She states that HPLD does have free computers and that this is something that the board would have to decide exactly how they want to proceed with the situation.

Ms. Avery states that she has been doing line dancing classes at the library for three (3) years and is very happy. She states that HPLD is the only facility that she work out of that owns up to their word as far as room set-up. Ms. Avery states that she's grateful for all the staff at HPLD has done to accommodate her and her team. She states that she's very excited about Breakfast with Santa program.

Ms. Saey asked, when they come in for meetings why do they have to go into the meeting room opposed to the Flex-Space?

Director Flowers states that HPLD has programs on the Saturdays in which Ms. Saey will like to have meetings and according to policy programming takes precedence over meetings.

EXECUTIVE SESSION

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

1. **Director's Contract**

No motion was made for Executive Session.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 8:27pm and was seconded by Trustee Whitaker.

Roll Call Vote:

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

Nays:

Abstain:

Absent: Barbara Fields

Meeting Adjourned.