

Harvey Public Library District's Finance Meeting Minutes

October 13, 2016

Finance Meeting

CALL TO ORDER

President Patterson called the meeting to order at 5:33pm.

ROLL CALL

Members Present: Jerlene Harris, William Whitaker, Barbara Fields and Roberta Patterson

Absent: Tamika Price, Mauzkie Ervin and JoAnn Nesbitt

FINANCIAL DISCUSSION

General Fund-\$19,628.33

Gift Account-\$5,562.27

Special Reserve Account-\$22.46

Vendor Account-\$236,454.22

Expense Account-\$27,493.98

Youth Services Account-\$4,464.36

Trustee Harris asked, Director Flowers if the At&t bill on page one (1) of the Purchase Journal was for the cell phones for her and her managers.

Director Flowers states that the bill is for the cell phones and services for the iPads for Outreach Services.

Trustee Harris asked, if the library was using Erate for the At&t bills?

Director Flowers answers with, yes that's correct.

Trustee Harris asked, Director Flowers if she was aware that if she waited for about a month before ordering movies she could get a discount?

Director Flowers states that she would check into it.

Trustee Harris asked, what is the charge for \$810.00 for Chicago Backflow?

Director Flowers states that this is an annual charge to get certification for HPLD's plumbing in which the pipes are flushed.

Trustee Fields asked, if the off-site storage units charge a monthly charge?

Director Flowers states that it is a monthly charge but since the billing period staff have condensed those units and next month you all will see the changes in the charges.

Director Flowers states that HPLD did sell some of the chairs that were in storage.

Trustee Fields asked, if Director Flowers made the sale known to the community?

Director Flowers answers with, no she did not. She states that one (1) of the local churches bought the chairs.

Trustee Fields states that in the future make the sales known to the trustees and to the community.

Trustee Harris states that on page three (3) of the Purchase Journal there's a charge in the amount of \$3,669.34 from At&t, what is this for?

Director Flowers states that these are charges for the internet service.

Trustee Harris states that there's a charge in the amount of \$1,150.00 from O'Neill & Gaspardo, what is this for?

Director Flowers states that this charge is for a field visit from the auditor. She states that he's in the process of finalizing the audit.

Trustee Harris asked, if this was for the 2015 or 2016 audit?

Director Flowers states that it was for the 2015 audit.

Trustee Harris asked, what exactly is the Cancer Awareness Ink Pens, Tumblers and Awareness Kit for and will the patrons be given these items or will they have to pay for them?

Director Flowers states that these items were purchased for Breast Cancer Awareness month and they will be given out to the patrons. She states that the patrons will enter raffles to win, answer Breast Cancer Awareness Questionnaires, play games etc.

Director Flowers states that HPLD will be having a Breast Cancer Awareness Program and the tumblers that were given to the trustees will be given out to those in attendance at the program.

Trustee Harris asked, if Director Flowers needed the board's approval?

Director Flowers states that programming is day-to day operations and she runs programming and day-to day operations.

Trustee Fields asked, if anyone from an organization offer HPLD any trinkets to pass out?

Director Flowers states that HPLD will receive giveaway items but hasn't received anything as of today.

Trustee Harris asked, who all gets lunch from Panera Bread for the Board Meetings?

Director Flowers stated that all seven (7) board members, the attorney, her assistant and herself up until three (3) months ago when Trustee Harris started purchasing her own lunch for the Board Meetings. She states that now its nine (9) people that orders lunch from Panera Bread instead of ten (10) as before.

Trustee Harris asked, Director Flowers about a charge on the Purchase Journal from Jewel/Osco in the amount of \$86.95, what is this for?

Director Flowers states that this was food purchased for an all staff meeting, that's conducted the last Friday of the month.

Trustee Harris asked, if taxpayers dollars are used to feed the staff?

Director Flowers answered with, yes.

Trustee Harris states that she was glad to see in her board packet an error that was corrected in HPLD's accounting system.

Trustee Harris states for the record that she is turning in a receipt to the director for reimbursement for her box lunch that she purchased on 10.13.2016.

President Patterson asked, what are all the legal fees for totaling the amount of \$1,501.00?

Director Flowers states that the charges are for FOIA requests, Budget & Appropriations Ordinance, Board Meeting Appearances and many other charges for the month of September 2016.

Trustee Ervin states that since HPLD is still working on the 2015/2016 audit and we haven't done the levy yet then HPLD should hold off on the increases and bonuses until the levy and the audit are completed then HPLD could move on to increases and bonuses. He states that he thinks that this agenda item needs to be tabled until the levy and the audit are completed.

President Patterson states that if it's possible to being tabled, would it have to be within the budget time or what?

Director Flowers states that the Budget was already approved by the board with the raises and holiday pay included in that budget and what the board is supposed to be voting on tonight is the percentages of what the raises will be, 2%, 2.5% or 3%.

Trustee Ervin states that the Tentative Budget was approved.

Director Flowers states that the Tentative Budget was approved by the board in July 2016 and the actual Budget & Appropriations Ordinance was approved by the board on September 8, 2016.

Trustee Whitaker asked, what in the past audit is going to affect how you the future budget?

Trustee Ervin states that he will like to see it completed before he votes on raises and bonuses. He states that he feels uncomfortable voting on the raises before he sees the audit and levy completed.

ADJOURNMENT

President Patterson made a motion to adjourn the meeting at 6:05pm and was seconded by Trustee Ervin.

Roll Call Vote:

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

Nays:

Abstain:

Absent: JoAnn Nesbitt

Meeting Adjourned

Harvey Public Library District's Board Meeting Minutes

October 13, 2016

Board Meeting**CALL TO ORDER**

President Patterson called the meeting to order at 6:06pm.

ROLL CALL

Members Present: Tamika Price, Mauzkie Ervin, Jerlene Harris, William Whitaker, Barbara Fields and Roberta Patterson

Absent: JoAnn Nesbitt

APPROVAL OF MINUTES

Trustee Harris states for the record that she gave a presentation of what she learned at the ALA Conference in Orlando and how things should be implemented in the library. She states that it seems like it was totally omitted from the minutes and she feels like it was unfair.

Director Flowers states that Trustee Harris did not make her presentation a matter of record. She states that if Trustee Harris would have stated her presentation for the record it would have appeared in the minutes.

Trustee Nesbitt joined the meeting at 6:13pm.

President Patterson made a motion to approve the previous month's minutes (Finance, Public Hearing and Board Meeting) and was seconded by Trustee Fields.

Roll Call Vote:

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

Nays: Jerlene Harris

Abstain:

Absent:

Motion Carried.

APPROVAL OF BILLS AND REVIEW OF ACCOUNTS

Trustee Nesbitt made a motion to approve the bills from the previous month 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.

CORRESPONDENCE/ANNOUNCEMENTS

Trustee Harris presented to the library board a flier on skin cancer to keep the patrons informed about the disease.

Trustee Harris states for the record that she would like to briefly present to the board the conferences she attended while she was in Orlando, Florida. She states that she went to a strategic planning session at the conference. Trustee Harris states that she have some names and numbers of people that could help Director Flowers with a strategic plan for HPLD. Trustee Harris states for the record she have some more presentations from what she learned at the conference in Orlando.

REPORT OF THE TREASURER

As stated.

General Fund-\$19,628.33

Gift Account-\$5,562.27

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REPORT OF LIBRARY DIRECTOR

As stated.

Director Flowers states that HPLD is having their first Breast Cancer Awareness Brunch on Friday, October 28, 2016, from 12pm-2pm.

Trustee Price asked, if the event was free.

Director Flowers states that the event is free and open to the public but have to RSVP by October 24, 2016.

Trustee Harris asked, how would the patrons learn about this event?

Director Flowers states that it's on the library's marquee, website, posted in the library and invitations.

Trustee Harris asked, if it's posted on the library's calendar?

Director Flowers states that it is posted on the Adult Services Calendar being that it is an adult program.

Trustee Price asked, why isn't the event on Saturday?

Director Flowers states that they didn't want to disrupt the regularly scheduled programming.

REPORT OF LIBRARY TRUSTEES/COMMITTEES

A. BUILDING & GROUNDS

No report.

Trustee Whitaker is glad to hear that the off-site storage units are being condensed and will like the trustees to have an inventory list of the items that are still in the units that are going to be possibly sold.

Trustee Harris states for the record that she will like for the director to look into the storage and see if she have a chair that could accommodate her disability. She states that maybe the director could look into buying some chairs to accommodate people with disabilities since there's a budget for that.

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 library board of trustees decided to table this agenda item and tasked the library director to get a proposal from Andrew's Printing which is a local business.

Trustee Fields made a motion to table the yard sign approval 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.

B. Approval of Employee Percentage Raise (Action Item)

Trustee Harris states for the record that raises are supposed to be based on what the DOL will allow for this particular fiscal year. She states that there is a marketing strategist company that does the research and recommendations for libraries and businesses about raises and their increases.

President Patterson asked, how much do they cost to hire?

Trustee Harris states that HPLD could speak with some local libraries and they would give you an idea based on the DOL projections. She states that this agenda item should be researched before taking a vote on it.

Trustee Ervin states for the record that he thinks that the board should wait until the 2015/2016 audit is completed before moving forward on the raises and bonuses.

Trustee Price states that for the raises on the ALA website they have the research and statistics on what the median salaries are on the site and we could compare them to what the employees are making at the library. She states that there's a big discrepancy in salaries here then on the ALA website.

Trustee Harris made a motion to table approval of employee percentage raise and was seconded by Trustee Ervin.

Roll Call Vote:

Ayes: Mauzkie Ervin, Jerlene Harris, and Barbara Fields

Nays: Tamika Price, William Whitaker, JoAnn Nesbitt and Roberta Patterson

Abstain:

Absent:

Motion Failed.

Trustee Ervin asked, if the raises and bonuses are for the new employees that started?

Director Flowers states that raises were not intended for the new employees but the Holiday Pay was for everyone. She states that she broke it all down on the Salary Projection Chart that she provided to the board.

After a brief discussion about the percentage raises a trustee puts a motion on the floor.

Trustee Price made a motion to decline the percentage increase in the amount of 2%, 2.5% or 3% for the 2016/2017 fiscal year and was seconded by Trustee Harris.

Roll Call Vote:

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

Nays: William Whitaker, JoAnn Nesbitt and Roberta Patterson

Abstain:

Absent:

Motion Carried.

C. CDBG Demolition Grant Next Steps (Trustee Whitaker)

Trustee Whitaker states that he is happy to announce that Director Flowers did receive a visit from Cook County Department of Planning & Development. He states that HPLD's agreement is finalized and could go ahead with the demolition.

NEW BUSINESS

None

AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)

Keith Price states that it's always a pleasure to see everyone.

Katie Williams states that there was an error on some signage in the library that she noticed and wanted to inform the library.

Library Director informed patron that the letters were on order.

President Patterson thanked the audience for their participation.

ADJOURNMENT

Trustee Price made a motion to adjourn the meeting at 7:12pm 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.