

## Harvey Public Library District's Board Meeting Minutes

January 10, 2019

# Board Meeting

### CALL TO ORDER

President Patterson called the meeting to order at 6:39pm.

### ROLL CALL

Members Present: Mauzkie Ervin, Charwana Morgan, Jerlene Harris, JoAnn Nesbitt, Tamika Price and Roberta Patterson

Absent: William Whitaker

### APPROVAL OF REGULAR BOARD MINUTES - DECEMBER 13, 2018

Trustee Harris commented that she did not receive her board packet until the day of the meeting and was therefore not prepared. She stated that the board has been dragging along May, June, July and August minutes. President Patterson stated, we are discussing approval of December meeting minutes and will get to previous minutes under Old Business.

President Patterson asked if there were questions about the December 13 minutes. Trustee Ervin asked if there was mention of filling a vacancy on the Board. President Patterson answered that topic was in the Special Meeting minutes.

Secretary Price referred to Bills and Review of Accounts, requesting clarification of a statement written about Lauterbach and Amen's connection with LIMRiCC. Secretary Price did not make a statement about Lauterbach and Amen. The Interim Director will make an adjustment, with President Patterson's recommendation that the statement accurately read Trustee Price asked about the use of Lauterbach and Amen as auditor and the interim director stated they are not connected with LIMRiCC. Attorney Dee Jarad helped clarify by stating LIMRiCC is a client of Lauterbach and Amen.

Trustee Harris questioned the Board and Interim Director to send a letter to the Cook County Clerk reporting a lack of payment from the City of Harvey of \$69,000. She said she raised the concern during the financial discussion on December 13, 2018. Trustee Harris continued looking through the board packet searching for specific information on the payment.

In the meantime, President Patterson continued with the regular board meeting, asking if there were additional questions. Trustee Harris stated she provided a draft of inconsistencies to the Board regarding the IPLAR report submitted to the State Library, noting only one element from her list of concerns was addressed during the Special Meeting - replacing Trustee Field's position. Harris stated her complete list should have been included in record, not just the audio.

President Patterson asked if Trustee Harris wanted to change something stated in the minutes. Trustee Ervin interjected that Trustee Harris may be stating that there was a vacant seat that needed to be filled but we had not gone through the process to fill the seat. Trustees Ervin and

## Harvey Public Library District's Board Meeting Minutes

January 10, 2019

### Board Meeting

Harris stated, posting was not made available to allow applicants to apply for the open seat. Attorney Dee Jarad stated the posted agenda for December 17, 2018, met the requirements of the Open Meeting Act, declaring a vacancy and making an appointment. Trustee Ervin asked if there was an interview process. Attorney Jarad answered no, unless the Board wants to have that in policy. She went on to explain that each library is different. Some libraries have a detailed policy or bylaws. Some libraries do not have any policy. However, according to the Library District Act and Open Meeting Act, requirements were met in declaring and appointing a person at the same time.

Trustee Harris said when the Special Meeting was called, it was for Receipts and Disbursement, not replacing Trustee Field's position. Filling the vacancy was decided at a later time, she state. Attorney Jarad explained that an agenda is not governed by what the Board dictates in a Special Meeting without a motion. The appointment of the new trustee was done according to the Library District Act, Open Meeting Act, most importantly it properly declared a vacancy on the Board and the appointment was made by a duly qualified board member, a roll call was properly taken and the motion passed.

Secretary Price made a motion to approve the December 13 Regular Board minutes with the correction to the second paragraph, second sentence. The motion was seconded by Vice President Nesbitt.

Roll Call Vote:

Ayes: Tamika Price, JoAnn Nesbitt, and Roberta Patterson

Nays: Mauzkie Ervin, Jerlene Harris

Abstain: Charwana Morgan

Motion Carried.

#### **APPROVAL OF SPECIAL MEETING MINUTES - DECEMBER 17, 2018**

President Patterson called for a motion to approve the minutes for December 17. Trustee Morgan made a motion to approve the December 17 minutes and was seconded by Secretary Price.

ROLL CALL VOTE:

Ayes: Charwana Morgan, JoAnn Nesbitt, and Roberta Patterson

Nays: Mauzkie Ervin, Jerlene Harris

# Harvey Public Library District's Board Meeting Minutes

January 10, 2019

## Board Meeting

### REVIEW OF ACCOUNTS AND APPROVAL OF BILLS

Trustee Harris requested that the copies of the checks be enlarged so they are to see.

Trustees Harris and Ervin disputed the accuracy of the water bill, at \$35.94. Discussion ensued with the final decision for the interim director to follow up with the water department to ensure accuracy.

Trustee Harris asked about the ComEd bill deposit of \$12,000. It was printed in the letter for deposit that installment amounts will be provided on subsequent bills. Trustee Harris asked about other outstanding deposit requirements and outstanding bills. Interim Director answered within the packet ComEd was the only vendor requiring a deposit; otherwise the bills in the packet were monthly statements.

Trustee Harris said she had not seen an invoice from Hauser, Izzo and wanted to know the nature of company which billed in the amount of \$420. Attorney Jarad stated that is the attorney who handles tax rate objections. She explained when residents file tax rate objections or assessments, Hauser represents the District. Interim Director stated there was no bill itemizing their services. Trustee Harris asked for follow up on the services - why and when information about the bill. Interim Director will follow up.

Trustee Harris questioned Attorney Jarad's invoice dated December 13 when she arrived to the board meeting at 8:14pm and left at 8:41pm. Trustee Harris said the District was billed for 70 minutes, although the attorney was not in meeting for 70 minutes. Attorney Jarad explained that the invoice reads .70, which is less than 60 minutes, roughly 40 minutes. The attorney explained that her hourly rates have not changed in five years.

Trustee Ervin requested that the interim director to read the balances of all District banking accounts:

#### FIRST MERCHANTS:

- General Fund: \$120,069.70
- Expense Account: \$5,924. First Merchants:
- General Fund: \$120,069.70
- Expense Account: \$5,924.30
- Youth Services: \$3,305.00
- 

#### ILLINOIS FUND INVESTMENT

- Special Reserve: \$22.48
- General Fund: \$173.86
- Gift Account: \$5,711.63

President Patterson called for a motion to approve Review of Accounts & Approval of Bills. Secretary Price made the motion and was seconded by Vice President Nesbitt.

## Harvey Public Library District's Board Meeting Minutes

January 10, 2019

### Board Meeting

#### ROLL CALL VOTE:

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

Nays: Jerlene Harris

Abstain: Charwana Morgan

#### CORRESPONDENCE AND ANNOUNCEMENTS

Secretary Price read the filming proposal presented to the District on behalf of Julian Rucker and IVision Production. They are interested in filming a promotional video within Harvey Public Library District for Mr. Rucker's book "Shattered But Not Broken".

Trustee Ervin asked if our space would be donated for filming. Interim Director stated no money was offered or discussed. The author of the book only asked if they could use the space. Trustee Ervin asked where does the Board stand. Attorney Jarad stated this is strictly a policy issue, not so much a legal issue. If filming is allowed, the Board would need insurance, indemnification, waivers, consent from patrons who would be filmed if the space is used during hours which the library is open.

Trustee Ervin requested the attorney have a conversation with the production company. President Patterson said we could put the people on the agenda so everyone could ask questions. Upon further discussion, it was decided that the interim director would follow up to determine specifics on filming, payment and exact requirements from the filming company.

Trustee Harris asked if the District received replacement taxes from the City of Harvey in the amounts of \$69,000, \$19,000 and \$20,000. The interim director stated no monies were received. Trustee Harris if someone contacted the Cook County Clerk. President Patterson stated that issue is not part of the agenda and requested to move on to Report of Trustees and Committees.

#### REPORT OF TRUSTEES/COMITTEES

##### A. Building & Grounds

Trustee Ervin asked that Daryl Crudup, Facilities Manager, resume providing reports for building and grounds.

Trustee Harris stated in December she reported a hazardous condition on the curb in front of the library - where handicap parking is accessible. Interim Director responded the hazard was reported to the City because it is part of the curb, street side which is the City's responsibility. She continued that the Facility Manager will have to look at options to take care of the area prior to the City taking care of the problem.

# Harvey Public Library District's Board Meeting Minutes

January 10, 2019

## Board Meeting

### **B. Finance**

No report.

### **C. Planning & Development**

No report.

### **REPORT OF THE TREASURER**

As stated.

Trustee Harris asked who is the bookkeeper? President Patterson stated it has always been the director. Trustee Harris asked who writes the checks that pay any bills in the library. The interim director stated two signatures are required on checks, pursuant to an ordinance passed by the Board several months ago. Trustee Harris stated the Board voted to have officers sign the checks. Trustee Harris mentioned an article where separation of duties need to be maintained to stop potential fraud.

### **REPORT OF INTERIM DIRECTOR**

#### **WHAT IS HAPPENING IN THE LIBRARY**

The interim director discussed Breakfast with Santa: registration, number of people attending, catering information, boxed meals donated by Thornton Township, and volunteers' assistance. Breakfast with Santa is funded mainly by donations. Donors included: Judge William O'Neal, Dr. John Bradley, LeRoyce Hawkins, Dr. Jerry Doss, Anthony Evans, Kim Peake, Lakisha Russell, Evans Community Church care of - Tim Coleman & Pastor Tyrone Coleman, First Merchant's Bank (\$1,300), Robey Eyecare, Walts Food, Sterling Lumber, and in kind donation from Diane Boswell. A goal of \$3,475 was set to cover the cost of the event. Through generous donations, we raised \$3,405. Approximately \$200 will come from HPLD's programming account to cover the overage experienced with catering.

A mix-up with the payment of LIMRiCC contributed to HPLD losing the services provided by the organization. \$7,092 payment was sent to an outdated address. Attorney Jarad contacted LIMRiCC to determine what could be done to keep HPLD in the consortium, which is used for reporting employment insurance. Unfortunately, LIMRiCC's board determined they would not resend the decision to allow HPLD back. Other agencies will be researched to determine another avenue to pay employment insurance.

HPLD worked diligently with Lauterbach & Amen to ensure the audit be filed with EMMA by January 28, 2019. A draft copy of the audit was requested to show the Board prior to filing. A Special Meeting will be needed to discuss the audit directly with Lauterbach & Amen. Trustee Harris asked if an official audit could be available for public viewing 30 days prior to filing? Attorney Jarad stated the audit is due within 180 days of the expiration of the last fiscal year.

## Harvey Public Library District's Board Meeting Minutes

January 10, 2019

### Board Meeting

However, due to the bond issuance, the requirement is that the District post the audit with EMMA the last weekend of January (January 28) to avoid unnecessary expenses.

Trustee Harris asked about approval for employees to have big raises, although the previous director gave big raises the year prior. President Patterson stated we are discussing the Report of the Interim Director.

Secretary Price reiterated that LIMRiCC, which payment was made to Lauterbach & Amen, has now cancelled the District. The interim director stated yes, LIMRiCC cancelled the District. Secretary Price asked if that is the company mentioned earlier, that is not affiliated with Lauterbach & Amen. The interim director stated LIMRiCC cancelled the District; Lauterbach is the auditor. Secretary Price asked if LIMRiCC and Lauterbach are the same. Attorney Jarad explained LIMRiCC does not have employees, other than a governing board. She went on to say LIMRiCC uses Lauterbach & Amen to do their accounting. The agreement with the unemployment compensation was with LIMRiCC, not Lauterbach. Secretary Price asked if Lauterbach does the accounting for LIMRiCC and the District. Attorney Jarad stated Lauterbach is the District's auditor, bookkeeping is done by the library director.

Trustee Harris asked if the interim director is the bookkeeper, the accountant and functions to write the checks for the Board. Attorney Jarad stated she does the bookkeeping and accounting as part of the day-to-day operations. Trustee Harris interjected that she also signs checks. Attorney Jarad that according to the ordinance where policy was adopted, check signing included the director.

#### **OLD BUSINESS**

##### **APPROVAL OF NOVEMBER 18, 2018 MEETING MINUTES**

Trustee Harris asked if this is the time when the Board approved Christmas bonuses for the District. She said names were not given at that time, but added in the report now. Trustee Harris stated the information was excluded from the minutes. The interim director stated information on the bonuses was not in the recorded minutes, so it does not appear in the written minutes.

Trustee Harris stated citizens need to know where money is going, what is allowed and not allowed, now people want to go on vacation to Washington, D.C. President Patterson stated the library is not paying for the DC trip; trustees will be responsible for their own expenses. The interim director is only looking into pricing. President Patterson went on to say that she spoke with the trustees about the conference. The library cannot afford to pay, so people are looking into pricing to see how much it will cost individually. Plus, it is not official that trustees will go because it is very expensive.

## Harvey Public Library District's Board Meeting Minutes

January 10, 2019

### Board Meeting

President Patterson called for a motion to approve November 18 finance minutes, not the general meeting minutes. Those will be tabled for the next meeting, perhaps during the special meeting when the audit will be discussed. Attorney Jarad interjected that the special meeting is not scheduled to approve the audit, but to be used as an opportunity to ask questions, then approve to receive it and have the audit filed.

President Patterson called for a motion to table the November 18, 2018 board minutes. Secretary Price made the motion and was seconded by Trustee Ervin.

#### ROLL CALL VOTE:

Ayes: Mauzkie Ervin, Charwana Morgan, Tamika Price, and Roberta Patterson

Nays: Jerlene Harris

Motion Carried.

#### NEW BUSINESS

Rodney Chaney, Senior Advisor to the Chancellor of East-West University discussing grant opportunities.

Mr. Chaney gave brief background on his education gained while living in the City of Harvey, and now he is able to give back to the community. He explained that he has \$160,000 worth of grants he wants to share, including scholarships for veterans, seniors, B and C-average students. Mr. Chaney is interested in collaborating with the District to promote the information about the scholarships and grants provided by East West University. Mr. Chaney is requesting the opportunity to come into the library once a month to assist interested citizens in completing the application process, providing mentoring skills, literacy training, discussing the university's majors, and educating the public on the steps to take to obtain a college education.

Trustee Harris stated there are a lot of children in Harvey high school who cannot read at grade level. She asked what does the university offer to those students. Mr. Chaney stated he offers the library as a resource his staff would use to help students improve their skills. Harris asked if Mr. Chaney has a staff that would come to the library to help a student increase their skills to be admitted to East West University. Mr. Chaney said there are staffers willing to come. Trustee Harris asked if he needs to utilize the library to mentor students interested in attending the university. Mr. Chaney said only with the support of the library board.

President Patterson stated children in the community need a bridge between high school and college, and she wants to see these opportunities for the children. She stated she knows adults and children need the assistance Mr. Chaney is offering.

Trustee Morgan stated that as a teacher and parent coordinator at Thornton High School, she wanted to clarify that there is not a lot of students at Thornton High School who are special need or special education. The valedictorian earned a full ride to Princeton. Trustee Morgan went on to

## Harvey Public Library District's Board Meeting Minutes

January 10, 2019

### Board Meeting

say her own son graduated from high school last year who earned a full ride to the University of Illinois-Champaign, and a son who graduated in 2015 from Thornton who earned a full academic scholarship to EIU. Thornton has several programs that prepares students for college. Some students at Thornton have had higher ACT/SAT scores than children outside of Harvey. So we cannot down our children or community by saying Thornton High School has so many children who are lacking, because we have children who are excelling.

Mr. Chaney asked that the Board volunteer time to see his staff when they assist citizens come into the library to gain information.

Secretary Price thanked Mr. Chaney for his passion in providing the guidance and dedication to get to the next step. She asked that he keep the library in mind when services become available.

Trustee Ervin thanked Mr. Chaney for returning to the community. He has a lot of power and is willing to help the community when many others do not return.

Before going into Audience Participation, the interim director reminded the Board that the Annual Report of Receipts and Disbursements will appear in an upcoming edition of the South Suburban News and payment would be due. She asked what would the Board like to do going forward as far as using that publication on a regular basis to promote library programming. President Patterson said to find out where are papers located and provide copies of the paper for trustees to see in case they have not seen the publication.

The interim director reported Tenisha Netter, Circulation Clerk, resigned January 5 from the library. Michael Richardson, IT Manager, will retire at the beginning of February from the library after 20 years of service. An IMRF payment of \$12,900 due January 18; that payment will put us current with IMRF.

Secretary Price commented on the interim director report concerning Breakfast with Santa. She acknowledged the staff for doing an awesome job and for raising an amazing amount, .

President Patterson stated the interim director and members of the staff are working short and for less money and get criticized for things not being exactly right, particularly the interim director. She was thrown into a bad situation and she is trying to make it right and she is doing the best she can. President Patterson stated a lot of other people would not stay. If there are no people working, we would have defeated the purpose of saving the library. We have to keep the employees as satisfied as much as possible, because it would be very difficult to accept a decrease in pay. President Patterson commends the employees for staying and for accepting less money.

#### **AUDIENCE PARTICIPATION (Remarks Limited to 3 Minutes)**

Ruby Donahue, resident of Harvey over 50 years, passed a flyer about a Martin Luther King program, scheduled January 21, at South Suburban College. She also advised to keep expenses down, the Board and interim director should think about salary freezes. Mrs. Donahue said to think about current expenses and understand they will increase next year. The Board should take into consideration of no hiring. It is important to just keep people on the payroll. She stated as an

## Harvey Public Library District's Board Meeting Minutes

January 10, 2019

### Board Meeting

employee of BP, when they were losing money, it was broadcast to the company that freezes would be placed on salaries and bonuses until more money was available. We acted accordingly with what was available.

Ms. Thomas asked about the treasurer. President Patterson answered that Mr. Whitaker is in Springfield. His job has changed, so he is not always available, but he is trying to come to as many meetings as possible.

Charlotte Lara offered the advice to hire teenagers or college students for school credit instead of paying. She stated at the library in Crown Point, they used fish bowls to collect money from patrons for donations. Also, the Crown Point Library used a PennySaver to promote library programs.

After Audience Participation, President Patterson called for a motion to adjourn the meeting. Secretary Price made the motion and was seconded by Vice President Nesbitt.

#### ROLL CALL VOTE:

Ayes: Mauzkie Ervin, Charwana Morgan, Tamika Price, Jerlene Harris, JoAnn Nesbitt, and Roberta Patterson

Nays:

Motion Carried. The meeting adjourned at 8:39pm.