

# Harvey Public Library District

Regular Board Meeting  
November 14, 2019

**Call to Order:** President Patterson called to order the Regular Library Board of Trustees Meeting of the Harvey Public Library District at 6:18p.m.

***Roll Call:***

Present: Trustee Mauzkie Ervin, Trustee Jerlene Harris, Vice President Tamika Price, Treasurer JoAnn Nesbitt and President Roberta Patterson

Absent: Secretary Charwana Morgan and Trustee William Whitaker

**APPROVAL OF MEETING MINUTES**

Trustee Jerlene Harris complained about the number of minutes in the packet. Patterson stated the Board would start with Planning Committee Meeting Minutes from August. Harris stated a number of contractors were mentioned in the meeting and wondered who was teaching the fitness class. Harris read from the minutes that President Roberta Patterson said she would prefer the Dancing Deeva return. Patterson asked Harris to state her question, did she see something that was incorrect in the minutes. Harris answered yes, something is incorrect. Patterson responded, the minutes were accurate in stating what she mentioned in the meeting. CPR classes were mentioned in the meeting; and Harris asked if the classes were going to be offered free or for a fee of \$45. Patterson stated the question before the Board was whether the meeting minutes were correct. Harris stated she disagree with the minutes, and she would see if everything complied with the internal revenue.

Patterson called for a motion to approve the Planning & Development Committee meeting minutes dated August 22, 2019. Vice President Tamika Price made a motion to approve the August 22, 2019, minutes and was seconded by Trustee Mauzkie Ervin.

***ROLL CALL VOTE***

Ayes: Ervin, Nesbitt, Price and Patterson

Nays: Harris – due to her belief that the minutes violated Internal Revenue codes

Abstain:

Motion carried.

Patterson moved on to meeting minutes dated October 10, 2019. Harris stated the minutes are incorrect because one roll call vote had her listed as saying yes and she did not say yes. Patterson stated she would question that too because she did not believe Harris voted yes for anything. Harris said she doesn't because if it's not in the best interest of the citizens of Harvey, then she says no. Patterson asked where in the minutes, in particular, did Harris find reference. After reading through the minutes, Patterson found Harris voted yes to adjourn a meeting. In correction, the minutes should read Harris voted no to adjourn a meeting.

Patterson called for a motion to approve the meeting minutes for October 10, 2019, with the exception of Trustee Harris voting no to adjourn instead of yes. Vice President Tamika Price made a motion to approve the minutes and was seconded by Treasurer JoAnn Nesbitt.

***ROLL CALL VOTE***

Ayes: Ervin, Nesbitt, Price and Patterson

Nays: Harris

Abstain

Motion carried.

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## REVIEW OF ACCOUNTS AND APPROVAL OF BILLS

Patterson called for a vote to approve the bills. After Board silence, Patterson made the motion to approve accounts and bills and was seconded by Trustee Mauzkie Ervin.

### *ROLL CALL VOTE*

Ayes: Ervin, Nesbitt, Price and Patterson

Nays: Harris

Abstain

Motion carried.

## CORRESPONDENCE & ANNOUNCEMENTS

Patterson announced the homegoing services for Former Trustee Barbara Fields. Patterson gave condolence to the Fields' family on behalf of the Board. Trustee Fields' services will be held November 22, 10 – 11am for the Wake; 11:00am – 12:00 for the service and repast to follow at the Evangelistic Church in Chicago Heights.

Harris stated District 205 is offering free financial literacy classes, horticulture training, CPR training, book club, construction workshop and auto mechanic. All classes are free and certifications are available. She also mentioned the ability to listen to free e-books with the use of a library card. Harris stated she learned at the recent ILA Conference that the library should not have an interim director over six months without an active search for a director. She said something needs to be done to begin the search. Patterson stated she agreed with the information from the conference, but believed every library is different regarding what can be afforded.

Price stated she reached out to Secretary Charwana Morgan and learned that Morgan is in the hospital. Patterson sent well wishes to Morgan. Harris asked if a resolution would be completed for Trustee Fields. Patterson stated yes.

No further correspondence or announcements.

## REPORT OF TRUSTEES/COMMITTEES

- a. **BUILDING & GROUNDS:** Ervin stated the Board needed to resolve the issue with the HVAC system. Harris said she would like to see proposals and hope there are choices.
- b. **FINANCE:**

### **FIRST MERCHANTS**

|                    |              |
|--------------------|--------------|
| <b>Account:</b>    | <b>X5775</b> |
| Beginning Balance: | \$460,920.72 |
| Withdrawals:       | \$43,976.10  |
| Deposits:          | \$17,844.07  |
| Ending Balance:    | \$434,788.69 |

|                    |              |
|--------------------|--------------|
| <b>Account:</b>    | <b>X5767</b> |
| Beginning Balance: | \$18,528.12  |
| Withdrawals:       | \$0          |
| Deposits:          | \$1,162.44   |
| Ending Balance:    | \$19,690.56  |

|                    |              |
|--------------------|--------------|
| <b>Account:</b>    | <b>X0863</b> |
| Beginning Balance: | \$110.29     |
| Withdrawals:       | \$0          |

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Deposits: \$1,151.00  
Ending Balance: \$1,261.29

## ILLINOIS FUNDS

|                    |                         |                    |                   |
|--------------------|-------------------------|--------------------|-------------------|
| Acct:              | X0011 (Special Reserve) | Account:           | X3106 (Gift Acct) |
| Beginning Balance: | \$22.52                 | Beginning Balance: | \$5,825.2.        |
| Withdrawals        | 0.00                    | Withdrawals:       | 0.00              |
| Ending Balance:    | \$22.52                 | Ending Balance:    | \$5,834.70        |

|                   |                      |
|-------------------|----------------------|
| Acct:             | X5535 (General Fund) |
| Beginning Balance | \$18,552.07          |
| Withdrawals       | 0.00                 |
| Income Investment | \$30.28              |
| Ending Balance    | \$18,582.35          |

## REGIONS BANK

|                      |            |
|----------------------|------------|
| Project Funds:       | 1,707.35   |
| Tax Escrow           | 580,475.28 |
| Debt Service Reserve | 621,908.14 |

Harris commented on the reading of the treasurer's report, asking for a detailed list of all deposits for video rentals, lease funds, flex room rentals, bank reconciliation statements to cover income and expense of all monies in the library. How many debit cards and Master cards – who keeps track of all of these expenses?

### c. PLANNING & DEVELOPMENT – NO REPORT

#### REPORT OF THE TREASURER

As stated.

#### REPORT OF THE INTERIM DIRECTOR

During the month of October, I continued to meet with various organizations. Meetings have been productive in three ways (1) connecting with people who may not be familiar with the Harvey Library or those getting reacquainted; (2) gaining information about services patrons may not have been aware; and (3) learning about streams of revenue and/or programs the District may implement before the end of the fiscal year.

One such meeting was conducted with SCORE. SCORE is a network of volunteers who act as a resource to the Small Business Administration. Volunteers help small business owners/entrepreneurs through mentoring, workshops and educational resources. Through the partnership, SCORE will co-host an entrepreneur workshop here at the library on Tuesday, November 19 from 5:30 – 7:30pm. The workshop will guide attendees to put their business ideas into action.

Another organization, *PennyUp*, hosted a resource fair at the Chicago Excel Academy High School. At this fair, I met with representatives from the following: *UPS* who discussed college scholarship opportunities (this information is available in Teen Zone as well as the table across from Circulation

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Desk); *SocialWorks*, Chance the Rapper's foundation; *Woodson Public Library* discussed the teen programs currently hosted at that location; *City of Chicago Community Justice Initiative (Phalanx Family Services)* –was invited to HPLD in the near future to explain legal rights for those arrested or detained; *Deeds Over Design*, a group of young men entrepreneurs who mentor male youth (D.O.D was invited to participate in the upcoming Small Business Workshop); *Lizzie G*, a spoken word artist who produces educational workshops (I invited her to participate in HPLD's upcoming Martin Luther King Program, scheduled Friday, January 17, 2020); and Fresh Films, a production studio that provides internship opportunities for high school students interested in the creative aspect of film, tv shows and documentaries.

HPLD will collaborate in some way with the aforementioned organizations to increase students' participation. Fresh Films will provide regular information on scholarship/internship opportunities which we also will share with High School District 205.

I also learned about GRO Community, an organization dedicated to helping boys who struggle with behavior challenges and men who are/or recently involved with the judicial system. While this program and its clients are based in the Roseland area, the organization is looking to branch out. The representative is interested in learning about how the Harvey Library can be the link to the south suburbs.

The United States Census 2020 appeared twice during October to assist people interested in working for the Census next year. The Census Bureau is really concentrating on libraries to help spread the word about the importance of being counted in 2020. I made the request to one Census manager if HPLD could be an official place for people to complete the survey. I should know more about that before January 1, 2020.

HPLD experienced increased foot traffic throughout September and October due to the diligence of Premier Staffing. Every Thursday in September and two Thursdays in October, Premier assisted people complete job applications for warehousing positions. Transportation to warehouses is provided to and from library. Premier provides employment opportunities for those once labeled hard to place. Many people entering the library for the first time for Premier have returned to become regular library users.

I tasked Kim Peake to contact Passport Acceptance Facility to gain information about providing passport service in the library. At this time, the facility representative stated enough libraries are partnered but to call in the near future should additional slots open.

Throughout October, Daryl Crudup and I researched options for repair or replacement of HVAC units. We met with High School District 205 operations manager, Mr. Garrett, who provided a wealth of information. In addition, Mr. Crudup continued to follow up with HVAC contractors, Jack Hayes, president of FQC & construction project manager for the library's renovation, along with finance companies.

I attended the ILA Conference October 23. During the conference, one session in particular stood out. "Community Engagement in One Year or Less: Shifting Your Engagement into Over Drive." I learned that it is important to change my mindset on what information is important to emphasize in order to get the community more involved with the library. Changes in promotion and outreach will be implemented and more details will be provided in the near future.

## **New Classes**

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Commencing on September 24, thanks to the Planning and Development Committee, HPLD offered two new classes. Beginners Spanish and Hip Hop Exercise, both offered every Tuesday for six weeks. Twenty-five patrons pre-registered for the Beginners Spanish classes. Sixteen of those attended the first class. Due to various reasons, the number remained steady at six participants until the end. However, we continue to hear interest in that class should we offer it in the future. The initial name used for the exercise class – Hip Hop Exercise – scared people away who thought it may be too high impact. However, after providing explanation, the few people who attended did enjoy the class. All suggested a name change to help engage more people.

## **Upcoming Programs:**

*Small Business & Entrepreneur Workshop* – Tuesday, November 17 (5:30 – 7:30pm)

*Daycare Story Time* – Monday, November 25 (11:30am) (home daycare and daycare centers are invited to hear City of Harvey Police Department, Officer Scott Donovan read his self-published book “The Girls Save the Day”

*Family Reading Night* – Tuesday, November 26 (5:30pm)

*Breakfast with Santa* – Saturday, December 14 (doors open at 8:00am, breakfast served by 8:45am. Gift presentation to follow)

Harris asked for a written document of all donations in order to keep track of monies. She said everything should be available to trustees because it is an avenue for fraud.

Patterson asked what does GRO stand for. McBride stated she will find out the acronym. Harris asked for more information on GRO Community and McBride stated she will print information from the website. Harris asked for a list of donations for the fiscal year.

## OLD BUSINESS

### ACTION ON EMERGENCY HVAC REPAIR

Patterson read the following vendors that provided contracts: Merts Heating & Cooling, Budds’ Mechanical, Amber Mechanical and MidwestCo. McBride added that financing information through Budds Mechanical, which was not available until the afternoon of the Board Meeting.

Mr. Daryl Crudup, HPLD Facilities Manager, provided an overview of new units vs. repair of heat exchangers. The main concerns:

1. Running against time in an emergency situation
2. Spending less than \$25,000 to avoid the need of a three-fourths vote for the expenditure (of six confirmed votes). Harris stated he would not get the votes.
3. Vetting bids if spending over \$25,000, which would take the library into January
4. Financing new units

Patterson said if we approve under \$25,000 today for heat exchangers, would we pay all over again once the bidding process starts. Crudup stated yes, trustees would pay all over again.

Crudup stated after extensive work on the project, beginning early in the year, he gained information on local contractors so trustees could follow up with the contractors if they had additional questions or concerns, and who had an interest in the local communities. He also looked at financing in case enough board members were available for a six vote affirmation.

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Patterson stated because is under \$25,000, she was in the decision to vote for Merts. Vice President Tamika Price asked about financing, and whether certain requirements were needed from Marlin. Patterson stated MidwestCo also provided information on financing. Crudup replied MidwestCo could replace heat exchangers, but also wanted a guarantee that the company could install new units with the ComEd incentive.

Patterson stated we cannot guarantee MidwestCo. Price asked if MidwestCo was vetted. Crudup stated MidwestCo is a preferred ComEd vendor. Price asked for the best case scenario, sound decision. Crudup stated without six votes, he would do MidwestCo. But right now, the building needs heat. We cannot continue to wait, then pipes would burst and no one can use the building. In addition, parts need to be ordered, which is another delay in installation.

Trustee Ervin read the proposal from Merts which included removal of old heat exchangers, inducer, support rackets, roll out sensors, gas valves, ignitors, burners, etc which is an overhaul of the units. Copper pipes do not take much to burst. To save heartache and additional costs, we must do something tonight.

Patterson asked for the board's pleasure to select Merts to replace HVAC system. Or if you think we can get six out of seven for financing over \$25,000, then we can vote on that. Price stated on Monday we could have six members.

Patterson called for a motion for Merts to repair heat exchangers. Ervin made the motion to have Merts repair HVAC system in the amount of \$25,000 and was seconded by Treasurer JoAnn Nesbitt.

## *ROLL CALL VOTE*

Ayes: Ervin, Nesbitt, and Patterson

Nays: Harris, Price – due to Merts being the only company that provided a quote under the amount of \$25,000

Abstain

Patterson stated motion failed and we still do not have heat.

Ervin stated no one will complete the work for less.

Price requested a motion to adjourn. Patterson stated they still needed to look at reinstatement of administrative staff salaries.

## REINSTATEMENT OF ADMINISTRATIVE STAFF SALARIES

Patterson asked the trustees if reinstatement should be tabled, which Harris stated it should be tabled since we're in a financial strap and there is no time to talk about Christmas bonuses. Reinstatement of Administrative Staff Salaries was tabled.

## NEW BUSINESS

### ORDINANCE FOR THE LEVY & ASSESSMENT OF PROPERTY TAXES FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020

Harris asked Attorney Dee Jarad if she received the same information from months ago, in her board packet. Jarad stated before was the budget and appropriation ordinance, now before you is the levy. The levy is directing the county to collect from the real estate taxes a levy to be used to pay library expenses, such as general corporate purposes, IMRF, social security purposes, liability, and unemployment. The total levy proposed just under 105% aggregate to avoid truth and taxation. Jarad further explained how

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figures were calculated - 4.54% over last year's aggregate. The money would be paid in 2020 (April and August).

Patterson asked if there were additional questions. Jarad reminded board members that the levy is required to be adopted by the first Tuesday in December, then no taxes will be collected on behalf of the library.

Patterson asked for IMRF, 104,000 last year, and this year it is 40,000, which makes sense because we have fewer employees. McBride added that there is fewer employees and now no part time employees are active in IMRF. Patterson stated but we pay more in unemployment, social security, and workers compensation. Jarad stated it may be because of possible catch up payments, from being behind. After further review, Jarad stated those areas may have been too low, but the biggest fund is general corporate which includes employee salaries, and general expenses including HVAC eventually repaired or replaced.

McBride asked Jarad if it's possible not enough was levied in 2018. Ervin stated we've gone through this before. Looking at the numbers, we know we will not get the amount shown due to the collection rate. Jarad stated the intention may be to levy up to the maximum without exceeding. Each fund has a cap, with the exception of IMRF. We should take advantage of maximizing the caps without exceeding 105%, and not tax burdening the citizens.

Patterson then asked for a motion to accept the Ordinance for the Levy & Assessment of Property Taxes for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020. Ervin made the motion to accept Ordinance for the Levy & Assessment of Property Taxes for the Fiscal Year Commencing July 1, 2019 and Ending June 30, 2020 and was seconded by Treasurer JoAnn Nesbitt.

## *ROLL CALL VOTE*

Ayes: Ervin, Nesbitt, Price and Patterson

Nays: Harris

Abstain:

Motion carried.

## AUDIENCE PARTICIPATION

Mrs. Thomas questioned the salaries being reinstated. She remembered when the salaries were cut, and why they were cut. Thomas asked if we're in a better position now to reinstate some of the heartache put on the employees. Patterson responded that is a complete board decision and it is on the agenda for next month. She wants guidance from the interim director on reinstating partial increase. Thomas said happy employees are good employees, and they took a great sacrifice. Thomas also mentioned she experienced a furnace problem. Thomas said if you needed a simple vote, you had a simple vote with three and two. Price said she thought it passed. Patterson realized the motion did pass so the HVAC system can be repaired. Thomas went on to say you should not play vote when it comes to emergencies. Price stated she does not play vote, she had a good reason because the board only had one quote under \$25,000 and no information on financing, then spend money now and again in April.

Diane Boswell, an employee of the library, stated she was happy the vote passed on getting heat because she had been sick. She also wanted to know about pay raises; she thinks the managers should get money back and part time employees could get more hours back so they could be included in IMRF and raises.

Crudup stated he would contact Merts the next day to get the process started. He would also call Ervin so he could see what parts are being replaced. Patterson stated, for the record the motion did pass, three yes and two no.

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Patterson made the motion to adjourn the meeting and was seconded by Nesbitt.

## ROLL CALL VOTE

Ayes: Ervin, Harris, Nesbitt, Price and Patterson

Nays:

Meeting adjourned at 7:47pm