

HARVEY PUBLIC LIBRARY DISTRICT

February 11, 2021

REGULAR MEETING AS A WHOLE MINUTES

REMOTE MEETING

The meeting began at 6.57pm

President Patterson asks Secretary Morgan to read the Call to Order.

Secretary Morgan read the Call to Order.

Roll Call

Present: Trustee Ervin Trustee Harris, Secretary Morgan, Treasurer Nesbitt, Vice President Price and President Patterson.

Absent: Trustee William Whitaker

President Patterson Asked for a Motion to change in the agenda to enter compensation for Interim Director's .

Vice President Price-Made the motion.
Second-Treasurer Nesbitt

Roll Call

Ayes:

Present: Trustee Ervin Mauzkie, Trustee Jerlene Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price and President Roberta Patterson.

Absent: Trustee William Whitaker

Approval of Meeting Minutes

Trustee Harris-Had issues with the library being closed on December 24th and the 26th and the staff was paid. This information was tabled.

President Patterson Asked for a motion to approve December 17's meeting minutes and table January's meeting minutes until next month.

President Patterson asked for a Motion to approve December 17's meeting minutes.

President Patterson-Made the motion.
Second-Treasurer Nesbitt

Roll Call

Ayes:

Present: Trustee Ervin Mauzkie, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price and President Roberta Patterson.

No. Trustee Jerlene Harris

President Patterson Asked for a motion to table January's meeting minutes until next month.

Trustee Ervin-Made the motion to table all of January's meeting minutes
Second- Vice President Price

Roll Call

Ayes:

Present: Trustee Ervin Mauzkie, Trustee Jerlene Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price and President Roberta Patterson.

Review of Accounts and Approval of Bills

Trustee Jerlene Harris-When are going to bet back to us in writing that they were automated deducted from the account?

President Patterson-Next month.

President Patterson Asked for a motion to Approve of Accounts and Approval of Bills.

SecretaryMorgan-Made the motion to Approve of Accounts and Approval of Bills
Second- Vice President Price

Roll Call

Ayes:

Present: Trustee Ervin Mauzkie, Trustee Jerlene Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price and President Roberta Patterson.

Correspondences and Announcements

President Patterson-Thank the Trustees for attending the meetings.

Report of Trustees and Committees

Building and Ground-Trustee Harris suggests that we start getting the parking lot across the street. We should start getting some bids. She requests information when the building was torn down.

Finance- No report

Planning and Development Committee- No report

Treasurer Report was read by Interim Director, Kim Peake

President Patterson-Report from the Interim Director, Kim Peake

Interim Director, Kim Peake reads her report.

Trustee Jerlene Harris-Did Ms. McBride mentioned to you that we have some important reports that is due to the State Librarian in March and another report that needs to be done for our funding.

President Patterson-Asks that we work on E-Rate for funds. The board voted to have Steve complete paperwork for E-Rate funds.

Change of Depositories and Signatories

Attorney Jarad explained the purpose of Depositories and Signatories that Interim Director, Kim forwarded Attorney Jarad's email to the board. The board adopted a policy back in July 2018 that the financial accounts of the library shall require the signature of either any two board officers or any one board officer and library director.

Vice President Price-Antonia did reach out to me and asks me if I would be the Signature but I deferred it to the president.

Attorney Jarad-It said the board officers could be the president, vice president, treasurer or secretary.

Attorney Jarad- Interim Director, Kim forwarded another policy from Attorney Jarad's email was the Resolution that you have adopted for payment of ordinary and necessary and reoccurring bills and the board adopted that one back in April 2020 to allow a cancelled regular board meeting that was a scheduled within a certain period of time, the director can go ahead and pay ordinary and necessary reoccurring bills like monthly utility bills for the library doesn't suffer any disruptions. And whatever bills were paid because there was no meeting to approve those bills, any payments that were made has to be done with the treasurer, not by herself. If any such bills were paid, any ordinary and necessary reoccurring at which the board approved the monthly bills, those monthly bills that were paid outside of a meeting has to be reported in the first meeting that the board has.

President Patterson- Is there anything that we have to do regarding the Depositories and Signatories? Do we have to do something with Kim, the new director.

Trustee Harris-Isn't she the Interim Director?

Attorney Jarad- Trustee Harris is correct. She's the Interim Director. Your appointment of her for thirty days at the board's last meeting (Special Meeting) should be sufficient allowing her to go ahead a make any changes to add herself and remove Antonia McBride. Your bank or any one of your financial institutions has indicated that the bank needs something indicated that either Kim or tourprior Interim Director that they need some motion or vote by the board for Kim to remove McBride.

Vice President Price-They require the minutes for the meeting.

Attorney Jarad-The minutes should be adequate.

President Patterson-Kim, have you changed over the credit cards or any of the information?

Interim Director Kim-responds by saying no.

President Patterson-If that is what is required by the bank, take it to the bank and let them know that you are the acting Interim Director.

Trustee Harris Would that be the January 21st meeting?

Attorney Jarad You were not present and the board elected Mrs. Peake to be the Interim Director for thirty days.

Trustee Harris-Could you give me the date?

President Patterson-Tuesday, February 2nd.

Auditors Report Update and Discussion

President Patterson and Attorney Jarad both spoke to the auditor on separate occasions, asking him what was taking them so long getting information to us? They're working on 2019 not 2020 audit. Brad said,

“he had to go line by line to match up everything because the financial records were largely lost due to the IT breached. They have stepped in to offer the library additional assistant and consulting to correct the problem in the entries that they found in their audit process. Ninety percent of it is completed. There’s ten percent left. They anticipate that they will have the audit available for the board to review with them at the board’s meeting March 11th. Board can ask questions.

Trustee Harris-We need things in writing.

Approval of Segregation Order

Attorney Jarad explained what a Segregation Order. Segregation is directly the county, the treasurer to segregate funds from you tax levy \$850,000,00 for the payment of your bond. It’s required to be filed on March 1 every year as part of your bond issuance.

President Patterson Asked for a motion to approve the Segregation Order.

Trustee Ervin-Made the motion to approve the Segregation Order.

Second- Vice President Price

Roll Call

Ayes:

Trustee Ervin Mauzkie, Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price and President Roberta Patterson

No. Trustee Jerlene Harris

Executive Session

President Patterson Asked for a motion to go into Executive Session. And the reason is to discuss the appointment, employment, compensation discipline, performance, or dismissed of specific employee of the public body, including hearing testimony on a complaint lodged against legal counsel for the public body to determine its validity.

Motion –Vice President Price

Second-Secretary Price

Trustee Ervin Mauzkie, Harris, Secretary Charwana Morgan, Treasurer JoAnn Nesbitt, Vice President Price and President Roberta Patterson

Regular Session resumed at 9:25pm

AUDIENCE PARTICIPATION

No audience participation.

President Patterson asked someone to make a motion to adjourn the meeting

Motion to adjourn the meeting-Trustee Ervin
Second by Nesbitt

Ayes: Trustee Ervin, Trustee Harris, Secretary Morgan, Treasurer Nesbitt, Vice President Price & President Patterson

Meeting adjourned at 9:25pm.