

HARVEY PUBLIC LIBRARY DISTRICT

FINANCE COMMITTEE MEETING

Thursday, July 13, 2023 at 5:30pm

15441 Turlington Ave., Harvey, IL 60426

Posted July 8, 2023

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AUDIENCE PARTICIPATION
4. DISCUSSION OF BILLS AND CHARGES
5. NEW BUSINESS
 - A. Budget & Appropriations Ordinance FY '23/'24 (Discussion)
6. EXECUTIVE SESSION - The appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, 5 ILCS 120/2©(1).
7. ADJOURNMENT

HPLD Board of Trustees

President: Tamika Price, Vice-President: Monique Williams,

Treasurer: Anthony McCaskill, Secretary: Chapelle Hooks,

Trustee: JoAnn Nesbitt, Trustee: Charwana Morgan

Any individual requiring special accommodations as specified by the American with Disabilities Act is requested to notify the Harvey Public Library District Administration Office at (708) 331-0757, Ext. 3200 at least 24 hours in advance of the meeting date.

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING

Thursday, July 13, 2023 at 6:30pm

15441 Turlington Ave., Harvey, IL 60426

Posted July 8, 2023

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. INVOCATION

4. NEW BUSINESS -

A) The Vacancy and Appointment of the New Board Member (Action Item)

B) Budget & Appropriations Ordinance FY '23/'24 (Action Item)

5. EXECUTIVE SESSION - The appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, 5 ILCS 120/2©(1).

6. AUDIENCE PARTICIPATION

7. APPROVAL OF JUNE 8th MEETING MINUTES

8. APPROVAL OF JUNE 8th & JULY 13th BILLS LISTS

9. CORRESPONDENCE & ANNOUNCEMENTS

10. TREASURER'S REPORT

11. DIRECTOR'S REPORT

12. OLD BUSINESS -

A) Decennial Committee on Local Government Efficiency Act (Action Item)

B) Meeting Room Application Approvals (Action Item)

13. ADJOURNMENT

HPLD Board of Trustees

President: Tamika Price, Vice-President: Monique Williams, Treasurer: Anthony McCaskill,
Secretary: Chapelle Hooks, Trustee: Charwana Morgan, Trustee: Joann Nesbitt

**HARVEY PUBLIC LIBRARY DISTRICT
PLANNING & DEVELOPMENT COMMITTEE MEETING**

Thursday, July 13, 2023 at 6:00pm
15441 Turlington Ave., Harvey, IL 60426

Posted July 8, 2023

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AUDIENCE PARTICIPATION
4. OLD BUSINESS -
 - A. Strategic Planning/Board Retreat
5. ADJOURNMENT

HPLD Board of Trustees

President: Tamika Price, Vice-President: Monique Williams,
Treasurer: Anthony McCaskill, Secretary: Chappelle Hooks,
Trustee: Joann Nesbitt, Trustee: Charwana Morgan,

Any individual requiring special accommodations as specified by the American with Disabilities Act is requested to notify the Harvey Public Library District Administration Office at (708) 331-0757, Ext. 3200 at least 24 hours in advance of the meeting date.

HARVEY PUBLIC LIBRARY DISTRICT

SPECIAL BOARD MEETING

Friday, July 28, 2023 at 4:00 p.m.

15441 Turlington Ave., Harvey, IL 60426

Posted July 26, 2023

AMENDED AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AUDIENCE PARTICIPATION
4. NEW BUSINESS –
 - A. SWEARING-IN OF THE NEW BOARD MEMBER (ACTION ITEM)
 - B. RFP – FOR LIBRARY CONSULTING (ACTION ITEM)
5. EXECUTIVE SESSION - The appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, *5 ILCS 120/2(c)(1)*.
6. Potential action related to the employment of Library Officials pursuant to the Public Library District Act of 1991, *75 ILCS 16/1-1, et. al.*
7. Potential action related to the appointment of Library Officials pursuant to the Public Library District Act of 1991, *75 ILCS 16/1-1, et. al.*
8. ADJOURNMENT

HPLD Board of Trustees

President: Tamika Price, Vice-President: Monique Williams,
Treasurer: Anthony McCaskill, Secretary: Chapelle Hooks, Trustee: Charwana Morgan,
Trustee: Joann Nesbitt, Trustee: Keith Price

HARVEY PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Thursday, July 13, 2023 at 6:30 p.m.

15441 Turlington Ave., Harvey, IL 60426

1. CALL TO ORDER

President Tamika Price called the Board Meeting to order at 6:30 p.m.

2. ROLL CALL

Present: Trustee Charwana Morgan, Secretary Chapelle Hooks, Treasurer Anthony McCaskill, Vice President Monique Williams, President Tamika Price

Also Present: Director Xavier Menzies, Kim Peake, Village Attorney Maryclare Touhy, Keith Price

Absent: Trustee JoAnn Nesbitt

President Tamika Price motioned to amend agenda Item 6, Audience Participation to after the Invocation, seconded by Treasurer Anthony McCaskill.

Roll Call was read by Kim Peake.

Trustee Charwana Morgan – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

3. INVOCATION

Invocation done by Director Xavier Menzies.

4. AUDIENCE PARTICIPATION

Primary Director of the Chamber of Commerce

- Discussed the program that the Library hosted and thanked the Board/Library for allowing the program to be hosted in the meeting room. The program involved the Chamber of Commerce and the Cook County Assessor's Office informing and discussing property tax Q&A for the prior month with businesses and local residents.

John Powell came to request using the Meeting Room for a meeting.

Doyle Landry spoke about useful resources that he wanted to share with the Library.

5. NEW BUSINESS

A. The Vacancy and Appointment of the New Board Member

President Tamika Price read the letter from Trustee Yadira Garcia regarding her resignation.

President Tamika Price made a motion to accept the resignation of Trustee Yadira Garcia, seconded by Treasurer Anthony McCaskill.

Roll call read by Kim Peake.

Trustee Charwana Morgan – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

President Tamika Price read aloud a letter from Former Trustee Mauzkie Ervin in which Ervin writes to request to be appointed to the vacancy of the Board.

Treasurer Anthony McCaskill motioned to nominate Keith Price to the Harvey Public Library District Board of Trustees, seconded by Secretary Chapelle Hooks.

Roll call read by Kim Peake.

Trustee Charwana Morgan – Abstain
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed.

B. Budget & Appropriation Ordinance FY23

6. EXECUTIVE SESSION – The appointment, employment, compensation, discipline, performance; or dismissal of specific employee of the public body or legal counsel for the public body, 5ILC 120/2(c)(1).

President Tamika Price made a motion to go into Executive Session at 6:48 p.m., seconded by Treasurer Anthony McCaskill.

Roll call read by Kim Peake.

Trustee Charwana Morgan – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

President Tamika Price called the regular Board meeting back to order at 6:53pm.

Roll Call:

Present: Trustee Charwana Morgan, Secretary Chapelle Hooks, Treasurer Anthony McCaskill, Vice President Monique Williams, President Tamika Price

Also Present: Kim Peake, Village Attorney Maryclare Touhy, Keith Price

Absent: Trustee JoAnn Nesbitt

7. APPROVAL OF JUNE 8th MEETING MINUTES

President Price made a motion to approve June 8th meeting minutes, seconded by Treasurer McCaskill

Roll Call was read by Kim Peake.

Trustee Charwana Morgan-Yes
Secretary Chapelle Hooks-Yes
Treasurer Anthony McCaskill-Yes
Vice President Monique Williams-Yes
President Tamika Price-Yes

8. APPROVAL OF JUNE 8th & JULY 13th BILLS LISTS

President Price made a motion to approve June 8th meeting minutes, seconded by Treasurer McCaskill

Roll Call was read by Kim Peake.

Trustee Charwana Morgan-Yes
Secretary Chapelle Hooks-Yes
Treasurer Anthony McCaskill-Yes
Vice President Monique Williams-Yes
President Tamika Price-Yes

9. CORRESPONDENCE & ANNOUNCEMENTS

There was no correspondence & announcements.

10. TREASURER'S REPORT

Secretary Chapelle Hooks read the Treasurer's Report.

11. DIRECTOR'S REPORT

Xavier Menzies read the Director's report.

12. OLD BUSINESS –

A) Decennial Committee on Local Government Efficiency Act (Action Item)

Sharee Grandberry was appointed to be on the Decennial Committee.

B) Meeting Room Application Approvals

The sorority Alpha Kappa Alpha requested to use the Flex Room for their monthly meetings. Their application was approved.

13. ADJOURNMENT

President Price made a motion to adjourn the Regular Board Meeting at 7:49 p.m., second by Treasurer McCaskill

Trustee Charwana Morgan-Yes

Secretary Chapelle Hooks-Yes

Treasurer Anthony McCaskill-Yes

Vice President Monique Williams-Yes

President Tamika Price-Yes

HARVEY PUBLIC LIBRARY DISTRICT

SPECIAL BOARD MEETING MINUTES

Friday, July 28, 2023 at 4:00 p.m.

15441 Turlington Ave., Harvey, IL 60426

1. CALL TO ORDER

President Tamika Price called the Special Meeting to order at 4:21pm.

2. ROLL CALL

Present: Trustee Keith Price, Trustee JoAnn Nesbitt, Secretary Chapelle Hooks, Treasurer Anthony McCaskill, Vice President Monique Williams, President Tamika Price

Also Present: Interim Director Kim Peake, Attorney Tom Condon

Absent: Trustee Charwana Morgan

3. AUDIENCE PARTICIPATION

There was no Audience Participation.

4. NEW BUSINESS

A. Swearing-In of the New Board Member

Trustee Keith Price was sworn in by Secretary Chapelle Hooks.

B. RFP – For Library Consulting

5. EXECUTIVE SESSION – The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, 5 ILCS 120/2(c)(1).

President Tamika Price made a motion to go into Executive Session at 4:27 p.m. for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body; seconded by Treasurer Anthony McCaskill.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes

Trustee JoAnn Nesbitt – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

President Price made a motion to return to the regular session for the Special Board Meeting at 4:42 p.m., seconded by Treasurer Anthony McCaskill.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Trustee JoAnn Nesbitt – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

6. Potential action related to the employment of Library Officials pursuant to the Public Library District Act of 1991, 75 ILCS 16/1-1, et. al.

President Tamika Price made a motion to terminate Xavier Menzies's employment with the Harvey Public Library District effective Friday, July 28th 2023, seconded by Treasurer Anthony McCaskill.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Abstain
Trustee JoAnn Nesbitt – Abstain
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed.

7. Potential action related to the employment of Library Officials pursuant to the Public Library District Act of 1991, 75 ILCS 16/1-1, et. al.

The Board discussed appointing Kim Peake as Interim Library Director.

Trustee Keith Price made a motion to appoint Kim Peake as Interim Director for the Harvey Public Library District, seconded by Treasurer Anthony McCaskill.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes.
Trustee JoAnn Nesbitt – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

8. ADJOURNMENT

President Tamika Price made a motion to adjourn the Special Board Meeting, seconded by Trustee JoAnn Nesbitt.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Aye

Trustee JoAnn Nesbitt – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

Special Board Meeting Adjourned at 4:47pm.

HARVEY PUBLIC LIBRARY DISTRICT

REGULAR BOARD MEETING MINUTES

Thursday, August 10, 2023 at 6:30 p.m.

15441 Turlington Ave., Harvey, IL 60426

1. CALL TO ORDER

President Price called the Regular Board Meeting to order at 6:34pm.

2. ROLL CALL

Present: Trustee Keith Price, Trustee JoAnn Nesbitt, Secretary Chapelle Hooks, Treasurer Anthony McCaskill, Vice President Monique Williams, President Tamika Price

Also Present: Interim Director Kim Peake, Attorney Maryclare Touhy

Absent: Trustee Charwana Morgan

3. INVOCATION

Invocation done by Trustee JoAnn Nesbitt.

4. AUDIENCE PARTICIPATION

- John Powell, with a Non-Profit Coalition, submitted an application to use the meeting room for an orientation on August 25th, 2023.
- Leah Humphrey, who represents Alpha Kappa Alpha, requested the Flex Room to accommodate the AKA members for their meetings on certain Sundays, starting in September through May.
- Doyle Landry spoke about programming ideas.

5. APPROVAL OF AUGUST 2023 BILL LISTS

President Tamika Price made a motion to approve the August 2023 Bill List, seconded by Secretary Chapelle Hooks.

Roll call read by Interim Director Kim Peake.

Trustee Keith Price – Yes

Trustee JoAnn Nesbitt – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

6. TREASURER’S REPORT

Treasurer Anthony McCaskill gave the Treasurer’s Report.

7. DIRECTOR’S REPORT

Interim Director Kim Peake gave the Director’s Report.

8. CORRESPONDANCE & ANNOUNCEMENTS

Brett Moeller, from O’Neill and Garsparido, updated the Board on the status of the fiscal year 2020-2021 audit and the fiscal year 2021-2022 audit.

9. EXECUTIVE SESSION – 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).

President Tamika Price made a motion to go into Executive Session at 6:53 pm for the purpose of 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), seconded by Treasurer Anthony McCaskill.

Roll call read by Interim Director Kim Peake.

Trustee Keith Price – Yes

Trustee JoAnn Nesbitt – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

President Tamika Price made motion to resume the Regular Board Meeting, seconded by Secretary Chapelle Hooks.

Roll call read by Interim Director Kim Peake.

Trustee Keith Price – Yes

Trustee JoAnn Nesbitt – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

10. NEW BUSINESS

A. Appointment of IMRF Authorized Agent

Village Attorney Maryclare Touhy advised that the Board should vote on this by Resolution.

B. Authorized Signatories for Bank Accounts

Interim Director Kim Peake stated that in order for President Tamika Price and Treasurer Anthony McCaskill to be added onto the bank accounts, Trustee JoAnn Nesbitt would be taken off of the accounts.

Treasurer McCaskill stated that a Resolution should be drafted for Board approval.

President Price made a motion to table Item B in New Business – Authorized Signatories for Bank Accounts, seconded by Treasurer McCaskill.

Roll call read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Trustee JoAnn Nesbitt – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

C. Library Director Employment Contract

President Price made a motion to table Item C in New Business – Library Director Employment Contract, seconded by Vice President Monique Williams.

Roll call read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Trustee JoAnn Nesbitt – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

11. ADJOURNMENT

President Price made a motion to adjourn the Regular Board Meeting, seconded by Trustee JoAnn Nesbitt.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes

Trustee JoAnn Nesbitt – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

Regular Board Meeting Adjourned at 7:33pm.

HARVEY PUBLIC LIBRARY DISTRICT

September 26, 2023

NOTICE OF PUBLIC HEARING ON TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024

MINUTES

1. CALL TO ORDER

President Price called the Special Meeting to order at 6:08pm

2. ROLL CALL

Roll Call: Present: Trustee Keith Price, Treasurer Anthony McCaskill, Vice-President Monique Williams, President Tamika Price

Absent: Secretary Chapelle Hooks, Trustee Charwana Morgan, Trustee JoAnn Nesbitt,

3. AUDIENCE PARTICIPATION

President Price asked if there was any Audience Participation?

No one responded.

4. NOTICE OF PUBLIC HEARING ON TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024

5. ADJOURNMENT

President Price made a motion to adjourn the **NOTICE OF PUBLIC HEARING ON TENTATIVE BUDGET FOR FISCAL YEAR 2023-2024** for Tuesday, September 26, 2023 at 6:09 pm

Trustee Keith Price seconded the motion:

Roll Call: Trustee Keith Price-Aye, Anthony McCaskill-Yes, Vice President Monique Williams-Yes
President Tamika Price-Yes

HARVEY PUBLIC LIBRARY DISTRICT

15441 Turlington Ave., Harvey, IL 60426

SPECIAL MEETING MINUTES

Tuesday, October 3, 2023 at 6:30 p.m.

1. CALL TO ORDER

President Tamika Price called the Special Meeting to order at 6:33pm.

2. ROLL CALL

Present: Trustee Keith Price Trustee, Secretary Chapelle Hooks, Treasurer Anthony McCaskill, Vice President Monique Williams, President Tamika Price

Also Present: Interim Director Kim Peake, Attorney Maryclare Touhy

Absent: Trustee Charwana Morgan, Trustee JoAnn Nesbitt

3. AUDIENCE PARTICIPATION

Kathy Parker, from Kathy Parker Consulting: Kathy discussed her prior experience consulting Libraries.

4. APPROVAL OF JULY 13th, July 29th, August 10th MEETING MINUTES

Treasurer McCaskill motioned to table the approval of the July 13th, July 29th, and August 10th Meeting Minutes, seconded by Trustee Price.

Roll Call read by Interim Director Peake.

Trustee Keith Price – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

5. APPROVAL OF SEPTEMBER BILLS LIST

Trustee McCaskill stated that prior to approving the bills, he wanted to ensure that the new signators on the account signed the September bills. Trustee McCaskill asked when the bills are being signed and if all the invoices and checks are presented to whoever signs the bills. Interim Director Peake stated, yes.

President Price requested clarification for the charges on the bills.

President Price asked for an itemized list of the charges for per month from ComEd. Larry stated that he requested it. He also stated that autopay prevents any late payments. The Board discussed the automated ComEd payments.

President Price requested an update on the IRS account. Larry stated that he would have a report within the next two weeks.

President Price asked if the Library needs to continue to maintain security. Interim Director Peake said yes.

Trustee Price made the motion to approve the September Bills List, seconded by Treasurer McCaskill.

Roll Call was read by Interim Director Peake.

Trustee Keith Price – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

6. AUDIT UPDATE

The auditor was not able to be present to provide an update.

Interim Peake read the email sent to her from the auditor giving an update on the audit.

- The first draft of the audited financial statements for the fiscal year ending 6/30/20 has been completed. Once the recent minutes have been received, then they can finalize internal reviews of the financial statements. After these reviews, then the draft will be sent to Interim Director Peake, Larry, and the Board.
- A significant portion of the audit for the fiscal year ending 6/30/21 has been completed. A draft of those financial audited statements are expected to be completed by the end of October.
- Larry is working on the items that are needed for the audit for fiscal year ending 6/30/22. Larry and auditor spoke this week regarding questions on some items.

President Price directed Interim Director Peake to see if the auditor is available next week via phone during the time of next Thursday's meeting.

7. CORRESPONDENCE & ANNOUNCEMENTS

The Board discussed requests for using the meeting spaces at the Library.

The Board discussed procedures for handling petty cash and the process that shows how much petty cash is being collected and distributed. Larry said the process has been created

to show how much is being collected and allocated but the Board members have not been given a report of it. Treasurer McCaskill stated that the money should not be distributed/used however the process currently allows, and that any revenue distributed must be approved by the Board. President Price directed Attorney Maryclare Touhy to draft a finance policy which includes a process for petty cash accounts for checks and balances.

8. TREASURER'S REPORT

Treasurer McCaskill read the September 2023 Treasurers report.

9. INTERIM DIRECTOR'S REPORT

Interim Director Peake read the Interim Director's Report

10. EXECUTIVE SESSION – The appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, 5 ILCS 120/2(c)(1).

President Price motioned to enter into Executive Session at 8:14 p.m. pursuant to 5 ILCS 120/2(c)(1), related to the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel of the public body, seconded by Trustee Price.

Roll Call was read by Interim Director Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

President Price motioned to resume the open session of the Special Meeting for the Harvey Public Library District at 9:01 p.m., Seconded by Secretary Hooks.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

11. OLD BUSINESS

A. HVAC (Action Item)

Interim Director Peake gave an update on the HVAC system.

A Building and Grounds Committee meeting will be scheduled to discuss further.

12. NEW BUSINESS

A. Budget Ordinance FY23-24 (Action Item)

Trustee Price motioned to approve the Budget Ordinance for FY23-24, seconded by Trustee McCaskill.

The Board discussed amendments.

President Price motioned to amend Ordinance 2023-01-04 for the Annual Budgets Operations Ordinance as follows:

- Line-item Miscellaneous Personal Expenses will be removed (\$98,268)
- Line-item Programs for Adult and Youth under Library Operations will be changed from \$41,000 to \$81,000
- Line-item Change under Library Operations will be from \$3,000 to \$12,000
- Line-item Staff Development under Library Operations will be \$22,500 from \$10,000
- Line-item Board Development under Library Operations will be \$27,500 from \$15,000
- Line-item Legal Services under Library Operations will be \$75,000 from \$50,000
- Line-item Professional Services under Library Operations will be \$89,000
- Line-item Contractual Services under Building Section will be \$44,268
- Line-item IL Municipal Retirement fund under Section 3 will be \$100,000 from \$200,000

Seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

Roll Call was read by Interim Director Kim Peake for the motion to approve Budget Ordinance for FY 23-24.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

B. Review of Accounts and Petty Cash Procedure

Previously discussed.

C. Authorized Signatories for Bank Account (Action Item)

President Price motioned to approve a Resolution of the Harvey Public Library District designating authorized users from the District's designated depositories authorizing and approving the dual execution requirement for checks and bank documents. Motion seconded by Treasurer McCaskill.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

D. Approval of Amended Bylaws Requiring Board Approval Of New Hires (Action Item)

President Price made a motion to approve the amended by laws of the Harvey Public Library District requiring Board Approval of New Hires, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

E. Appointment for IMRF Authorized Agent (Action Item)

President Price motioned to approve a Resolution of the Harvey Public Library District appointing Kim Peake as Harvey Public Library District's authorized agent to the Illinois Municipal Retirement Fund, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

F. Interim Director Kim Peake's Contract (Action Item)

President Price made a motion to approve and ratify the Interim Director's salary in the amount not to exceed \$85,000 with the effective date of July 28th, 2023 until November 9th, 2023, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

G. Approval of Library Consultants (Action Item)

Treasurer McCaskill made a motion to table Agenda Item G, Approval of Library Consultants, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

H. Grant Funds from the Secretary of State

President Price made a motion to table Agenda Item H, Grant Funds from the Secretary of State, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

I. Illinois Library Association 2023 Conference

President Price stated that the conference will be held October 24th-26th.

13. ADJOURNMENT

Treasurer McCaskill motioned to adjourn the Special Board Meeting at 9:43 p.m., seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

HARVEY PUBLIC LIBRARY DISTRICT

SPECIAL MEETING MINUTES

Saturday, October 7, 2023

15441 Turlington Ave., Harvey, IL 60426

1. CALL TO ORDER

President Price called the Special Meeting to order at 1:08pm

2. ROLL CALL

Roll Call was read by Interim Director Kim Peake

PRESENT: Trustee Keith Price, JoAnn Nesbitt, Secretary Chapelle Hooks, Vice President Monique Williams, President Tamika Price

ABSENT: Treasurer Anthony McCaskill, Trustee Charwana Morgan

3. AUDIENCE PARTICIPATION

Valerie stood up and spoke.

4. APPROVAL OF OCTOBER 3rd SPECIAL MEETING MINUTES

Trustee Keith Price made a motion to accept the minutes for October 3rd Special Board Meeting Minutes.

Seconded: Secretary Chapelle Hooks

Roll Call was read by Interim Kim Peake.

Trustee Keith Price-Yes

JoAnn Nesbitt-Yes

Secretary Chapelle Hooks-Yes

Vice President Monique Williams-Yes

President Tamika Price-Yes

Motion passed

5. CORRESPONDENCE & ANNOUNCEMENTS

President Tamika Price mentioned to the other trustees if they wanted to go to an Illinois Library Association to let Interim Library Director Kim Peake know.

6. OLD BUSINESS

Interim Library Director Kim Peake mentioned about the repast that will be taking place here at the library on October 14, 2023.

7. NEW BUSINESS

8. ADJOURNMENT

President Price made a motion to adjourn the Special Board Meeting on Saturday, October 7, 2023 at 1:12pm.

Seconded: Trustee Keith Price

Roll Call was read by Interim Kim Peake.

Trustee Keith Price-Yes

Trustee JoAnn Nesbitt-Yes

Secretary Chapelle Hooks-Yes

Vice President Monique Williams-Yes

President Tamika Price-Yes

HARVEY PUBLIC LIBRARY DISTRICT

15441 Turlington Ave., Harvey, IL 60426

SPECIAL MEETING MINUTES

Tuesday, October 12, 2023, at 6:30 p.m.

1. CALL TO ORDER

President Tamika Price called the Special Meeting to order at 8:01pm.

2. ROLL CALL

Present: Trustee Keith Price Trustee, Secretary Chapelle Hooks, Treasurer Anthony McCaskill, Vice President Monique Williams, President Tamika Price

Also Present: Interim Director Kim Peake, Attorney Maryclare Touhy

Absent: Trustee Charwana Morgan, Trustee JoAnn Nesbitt

President made a motion to table the auditor's presentation due to him being unable to attend the meeting.

Seconded by Trustee Keith Price

Roll Call read by Interim Director Peake.

Trustee Keith Price – Yes

Trustee Charwana Morgan,-absent

Trustee JoAnn Nesbitt-absent

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

President Price stated that they move to the Strategic Planning Workshop.

Attorney Touhy stated that the Strategic Planning Workshop held on July

Vice President Williams

3. AUDIENCE PARTICIPATION

Kathy Parker, from Kathy Parker Consulting: Kathy discussed her prior experience consulting Libraries.

4. APPROVAL OF JULY 13th, July 29th, August 10th MEETING MINUTES

Treasurer McCaskill motioned to table the approval of the July 13th, July 29th, and August 10th Meeting Minutes, seconded by Trustee Price.

Roll Call read by Interim Director Peake.

Trustee Keith Price – Yes

Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

5. APPROVAL OF SEPTEMBER BILLS LIST

Trustee McCaskill stated that prior to approving the bills, he wanted to ensure that the new signators on the account signed the September bills. Trustee McCaskill asked when the bills are being signed and if all the invoices and checks are presented to whoever signs the bills. Interim Director Peake stated, yes.

President Price requested clarification for the charges on the bills.

President Price asked for an itemized list of the charges for per month from ComEd. Larry stated that he requested it. He also stated that autopay prevents any late payments. The Board discussed the automated ComEd payments.

President Price requested an update on the IRS account. Larry stated that he would have a report within the next two weeks.

President Price asked if the Library needs to continue to maintain security. Interim Director Peake said yes.

Trustee Price made the motion to approve the September Bills List, seconded by Treasurer McCaskill.

Roll Call was read by Interim Director Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

6. AUDIT UPDATE

The auditor was not able to be present to provide an update.

Interim Peake read the email sent to her from the auditor giving an update on the audit.

- The first draft of the audited financial statements for the fiscal year ending 6/30/20 has been completed. Once the recent minutes have been received, then they can finalize internal

reviews of the financial statements. After these reviews, then the draft will be sent to Interim Director Peake, Larry, and the Board.

- A significant portion of the audit for the fiscal year ending 6/30/21 has been completed. A draft of those financial audited statements are expected to be completed by the end of October.
- Larry is working on the items that are needed for the audit for fiscal year ending 6/30/22. Larry and auditor spoke this week regarding questions on some items.

President Price directed Interim Director Peake to see if the auditor is available next week via phone during the time of next Thursday's meeting.

7. CORRESPONDENCE & ANNOUNCEMENTS

The Board discussed requests for using the meeting spaces at the Library.

The Board discussed procedures for handling petty cash and the process that shows how much petty cash is being collected and distributed. Larry said the process has been created to show how much is being collected and allocated but the Board members have not been given a report of it. Treasurer McCaskill stated that the money should not be distributed/used however the process currently allows, and that any revenue distributed must be approved by the Board. President Price directed Attorney Maryclare Touhy to draft a finance policy which includes a process for petty cash accounts for checks and balances.

8. TREASURER'S REPORT

Treasurer McCaskill read the September 2023 Treasurers report.

9. INTERIM DIRECTOR'S REPORT

Interim Director Peake read the Interim Director's Report

10. EXECUTIVE SESSION – The appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel for the public body, 5 ILCS 120/2(c)(1).

President Price motioned to enter into Executive Session at 8:14 p.m. pursuant to 5 ILCS 120/2(c)(1), related to the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the public body or legal counsel of the public body, seconded by Trustee Price.

Roll Call was read by Interim Director Peake.

Trustee Keith Price – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

President Price motioned to resume the open session of the Special Meeting for the Harvey Public Library District at 9:01 p.m., Seconded by Secretary Hooks.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes

Secretary Chapelle Hooks – Yes

Treasurer Anthony McCaskill – Yes

Vice President Monique Williams – Yes

President Tamika Price – Yes

Motion passed unanimously.

11. OLD BUSINESS

A. HVAC (Action Item)

Interim Director Peake gave an update on the HVAC system.

A Building and Grounds Committee meeting will be scheduled to discuss further.

12. NEW BUSINESS

A. Budget Ordinance FY23-24 (Action Item)

Trustee Price motioned to approve the Budget Ordinance for FY23-24, seconded by Trustee McCaskill.

The Board discussed amendments.

President Price motioned to amend Ordinance 2023-01-04 for the Annual Budgets Operations Ordinance as follows:

- Line-item Miscellaneous Personal Expenses will be removed (\$98,268)
- Line-item Programs for Adult and Youth under Library Operations will be changed from \$41,000 to \$81,000
- Line-item Change under Library Operations will be from \$3,000 to \$12,000
- Line-item Staff Development under Library Operations will be \$22,500 from \$10,000
- Line-item Board Development under Library Operations will be \$27,500 from \$15,000
- Line-item Legal Services under Library Operations will be \$75,000 from \$50,000
- Line-item Professional Services under Library Operations will be \$89,000
- Line-item Contractual Services under Building Section will be \$44,268
- Line-item IL Municipal Retirement fund under Section 3 will be \$100,000 from \$200,000

Seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

Roll Call was read by Interim Director Kim Peake for the motion to approve Budget Ordinance for FY 23-24.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

B. Review of Accounts and Petty Cash Procedure

Previously discussed.

C. Authorized Signatories for Bank Account (Action Item)

President Price motioned to approve a Resolution of the Harvey Public Library District designating authorized users from the District's designated depositories authorizing and approving the dual execution requirement for checks and bank documents. Motion seconded by Treasurer McCaskill.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

D. Approval of Amended Bylaws Requiring Board Approval Of New Hires (Action Item)

President Price made a motion to approve the amended by laws of the Harvey Public Library District requiring Board Approval of New Hires, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

E. Appointment for IMRF Authorized Agent (Action Item)

President Price motioned to approve a Resolution of the Harvey Public Library District appointing Kim Peake as Harvey Public Library District's authorized agent to the Illinois Municipal Retirement Fund, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

F. Interim Director Kim Peake's Contract (Action Item)

President Price made a motion to approve and ratify the Interim Director's salary in the amount not to exceed \$85,000 with the effective date of July 28th, 2023 until November 9th, 2023, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

G. Approval of Library Consultants (Action Item)

Treasurer McCaskill made a motion to table Agenda Item G, Approval of Library Consultants, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

H. Grant Funds from the Secretary of State

President Price made a motion to table Agenda Item H, Grant Funds from the Secretary of State, seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

I. Illinois Library Association 2023 Conference

President Price stated that the conference will be held October 24th-26th.

13. ADJOURNMENT

Treasurer McCaskill motioned to adjourn the Special Board Meeting at 9:43 p.m., seconded by Trustee Price.

Roll Call was read by Interim Director Kim Peake.

Trustee Keith Price – Yes
Secretary Chapelle Hooks – Yes
Treasurer Anthony McCaskill – Yes
Vice President Monique Williams – Yes
President Tamika Price – Yes

Motion passed unanimously.

HARVEY PUBLIC LIBRARY DISTRICT
October 27, 2023
BOARD MEETING MINUTES

1. Call to Order

The regular Board Meeting to order at 4:00 p.m.

2. Roll Call

Present: President Tamika Price, Vice President Monique Williams, Treasurer Anthony McCaskill, Secretary Chapelle Hooks, Trustee JoAnn Nesbitt, Trustee Keith Price, Trustee Charwana Morgan

3. Audience Participation

4. Discussion and Approval of Bills

A. Approval of October Bills List

5. New Business

A. Proposal for Urban Farming at the HPLD

Trustee Keith Price is asking how the library will benefit from having Hydroponics courses being taught within the library after hours?

Phil explains that the library is benefiting by becoming a center of influence. The library is becoming more packed with activity because to the program they are holding here. People that were not coming to the library are now looking at the programs offered and are now coming to this place as a place of opportunity.

Trustee Keith Price asks for the number of Harvey residents involved within his four classes being held at the library?

Phil states there are at least 35 Harvey residents attending the entrepreneurship training classes.

Calvin Young adds that not all are Harvey residents. Other attendees are locals from the city. He states that there is one person from Michigan City, Indiana in the Hydroponics class.

Treasurer McCaskill asks how much is the grant that they are currently receiving?
Phil responds they currently have 1 grant for \$468,000 annually.

Treasurer McCaskill asks for how many communities?

Phil responds 5 on the west side, 5 on the south side and 5 in the south suburbs.

Treasurer McCaskill asks for the breakdown of how the grant money is allocated as far as payments, payroll and expenses?

Phil responds there are 4 people that work for the company himself, Director of Operations, Program Director and Executive Administrator. All instructors are independent contractors, there is equipment expenses, office space rental, insurance and other basic operating expenses. The goal is to be able to take 10 businesses from each community and travel out of the country to connect them with foreign businesses. Once they leave the county this will change their perspective on everything. He states he is an avid international traveler.

Treasurer McCaskill is asking if there is any room in the grant for partnership where they can help with the costs of heating and lighting for the facilities they use.

Phil responds not at this point.

Treasurer McCaskill states that currently the costs of holding the classes are coming out of the General fund. That is why when Trustee Price asks how many are current Harvey residents? If they are Harvey residents, I have no problem with it. But when the attendees expand outside the community that is an issue.

Phil states that next semester they can make sure only Harvey residents are allowed within the program. Right now they have it open to anybody. Currently they keep the class size to 20 because entrepreneurship is difficult to teach. We have a large 35 team here because we accepted everyone.

Treasurer McCaskill states this is something we should look at because we have to pay staff, lights, gas and utilities because we wouldn't generally be open during these times your classes are held. This incurs more of a cost to the library. If we could have been placed in partnership that could have taken 42-43% from the tax levy so people would not be paying taxes to help us operate at 100 percent rate.

Phil states that they could try to charge to help cover the library costs but they rather keep it free to the residents. Phil states he doesn't sell anything they are having residents start businesses so they can sell.

Treasurer McCaskill states that whenever there is finances being crossed and there is grant money, then there is Harvey Library which is sort of a nonprofit organization but we're still government it becomes a little sticky on how things break up.

Phil states he is sure we can figure out away. For instance, instead of donating that money to the food bank maybe we sell that money and that money goes to the Harvey Library. I am always trying to do things in the community for free, but after the 1st of this year we have to go to running well or we can't survive.

Calvin Young states there is a few centers in Chicago that do this but we need your partnership to really make this happen.

President Tamika Price states that Tresurer McCaskell and Trustee Price presented some of the questions I had. I did want to make it clear we are talking about 2 different programs that are currently existing and that you are aware these programs are held outside of our operating hours.

Phil states that he is aware and every Tuesday at 9:00 p.m. we are flicking the lights out. They understand they have to be out.

President Tamika Price verifies that the library typically closes at 6:00 p.m. on Tuesday.

Director Kim Peake verifies with a "yes."

President Tamika Price would like to look at a percentage of the proceeds coming to the library for operating costs. She states this would be a win win for the community and for the district. Everyone asked all the other questions I had. I know you mentioned an Art Contest and we discussed cobranding with the library districts signage or branding on the container. I don't have anything additional. She asks Vice President Monique Williams if she has anything additional.

Vice President Monique Williams states "yes." I want to say thank you for thinking of us, coming here and bringing programs because we haven't had much going on. I just wanted a little clarity, you stated that 30 percent of the produce will be donated and the other 70 percent will be sold.

Phil states the produce can be sold and or donating to the hospital, senior centers or however you would like it to be distributed.

President Tamika Price states the idea is that you are going out to contract, right.

Phil states yes, economic development that is what we do. People start businesses and figure out ways to become self sufficient. Urban Farming is a way to do that and with the properties in Harvey. He discusses his background of previously being the Director of Operations of Life House in Dixmoor. He left there because the State asked him to apply for this. I also use to run a Section 8 voucher program in Chicago Housing Authority. So my background in the community is very deep and it comes from a place of wanting to make things better for our people. That's it. Our instructors and those he hires into the company have to have that same passion and desire to make things better for our people. So that is why everything is free but we won't be around long if we keep doing that. We just bought an online platform because we are getting people from Ghana, Texas, and LA trying to get into our online program. So we must start charging for that. Right now we are twenty months into this grant. This was really to just get started and get a foot hole into the community. They have software that when people register they can see the zipcode of those registering for the class. They can see whether they qualify for free services by the zipcode. Everyone in Harvey qualifies. This is how we can separate this out and make sure the right people are getting it as you mentioned earlier.

Secretary Chapelle Hooks states that is what she wanted to specifically ask about. The people that are not Harvey residents, are you charging them a fee to attend this program? I also wanted to know if you wanted people to volunteer to help with the Container.

Phil states that Calvin will be running it. He will be looking for people that are trying to do work within hydroponics to volunteer their time. They only need one or two people throughout the week and like I said we can monitor everything through cell phones. So we can see everything that is going on in there. We are looking for two people to help work the garden help us grow those other businesses.

Vice President Moniques Williams asks if the volunteers have to be Harvey residents?

Phil states that they should be.

Vice President Monique Williams states this will have to be a requirement that the volunteers have to be Harvey residents.

Phil responds he is game to work it out any way they would like so that it is a win, win situation. That is what he would like also that the volunteer is a Harvey resident.

President Tamika Price states if it is the Boards pleasure to move forward with the Letter of Intent or the Letter of Support, what does it look like on a ongoing basis that the things we are looking for are incorporated? If the grant is awarded?

Phil states the grant will be awarded some time next year. Start date is July1, 2024. It will probably some time in September or October. Between now and then we will keep working out our memorandums and understanding our agreements to see what works best. Should we win the grant then we will go according to our agreements that we worked out over these last couple months.

President Tamika Price thanks Phil and states we are going to move forward with the agenda.

President Tamika makes a motion to approve a Letter of Support for the Urban Farming Hydroponics initiative.

Second was made by Treasurer McCaskill

Roll Call was read by Secretary Chapelle Hooks

Trustee Keith Price -Absent

Trustee Charwana Morgan-No

Trustee JoAnn Nesbitt-Yes

Secretary Chapelle Hooks-Yes

Treasurer Anthony McCaskell-Yes

Vice President Monique Williams-Yes

President Tamika Price-Yes

President Tamika Price States that we will move back to the Audit update.

B. Audit Update

Director Kim Peake calling O'Neill and Gaspardo to speak with Brett Moeller for Board discussion on audit.

Brett states he will give a quick update on where we stand with the audit. For the June 2020 fiscal year on the audit we are waiting on a few minutes which will probably approve tonight. Then Kim will forward it off to us. Then there was some work that Larry

was doing to file off on a few areas where, Kim and I talked about concerns there could be fraudulent activity and some other issues. Once those are finalized we can move forward finishing up that audit. We have the draft of the Financial Statements done so it is pretty far along. When we get those final pieces we should be able to finalize everything pretty quickly.

President Tamika Price asks which minutes he is looking for?

Brett states we are looking for minutes for any Board Minutes from June 9, 2023-July 31, 2023. We have those so I am not sure why you don't have them.

Treasurer McCaskill says, Hold on, so what does that have to do with the previous audits that are past due?

Brett states next week if Kim can send those minutes over to him .

Director Kim Peake agreed. OK.

Treasurer McCaskill says, So what about 2021 and 2022?

Brett states that 2021 they've got a big part of that audit done also. They haven't starting the draft of the financial statements yet because we want to finish 2020 first. So once 2020 is completed then we can move on to 2021 then we can complete that fairly quickly too.

Treasurer McCaskill says Brett do we have a timeframe for when the 2019 and 2020 audits are completed? What type of timeframe are we looking at because it has been delinquent for a couple of years.

Brett Moeller states once he gets those final pieces from Larry then he could give a timeline. He can email that out to Director Kim Peake and President Tamika Price. He states he understands and he is just as anxious to get these audits done. Then for the year of June 2022, Larry was working on compiling needed information that was worked on 2015, 2020 and 2021 audits. Once we get done with 2021, we can jump on 2022 fairly quickly. That is where all the audits stand at this point.

President Tamika Price asks why the minutes of the current year is necessary to complete the 2020 audit?

Brett states that is a good question and the reason is when you do an audit you are not

just looking at the transaction and the Board Meeting Minutes for that fiscal year. You also have to look at transactions and Board Meeting Minutes subsequent to that fiscal year to see if there is any items that are significant enough that would impact the year we are auditing or there might be some new debt issue due to other things that happened after fiscal year. Although they are not in the fiscal year we're auditing we are required to disclose in the notes of the financial statements.

Once we get the minutes and the final pieces from Larry, the Internal Revenue process typically takes a couple of weeks to get all that finalized. We are anticipating a couple of weeks to complete.

President Tamika Price asks if it would be completed before mid December. Brett states that is what he would think.

President Tamika Price states we don't have any other questions and Thanks Brett Moeller.

C. President Tamika Price makes a motion to table a credit card processing vendor.

Treasurer McCaskill seconds

Roll Call was read by Secretary Chapelle Hooks

Trustee Keith Price -Absent

Trustee Charwana Morgan-Yes

Trustee JoAnn Nesbitt-Yes

Secretary Chapelle Hooks-Yes

Treasurer Anthony McCaskill-Yes

Vice President Monique Williams-Yes

President Tamika Price-Yes

D. President Tamika Price makes a motion to approve the HPLD website redesign

Treasurer McCaskill seconds

Roll Call was read by Secretary Chapelle Hooks

Trustee Keith Price -Absent

Trustee Charwana Morgan-Sustained

Trustee JoAnn Nesbitt-Yes

Secretary Chapelle Hooks-Yes

Treasurer Anthony McCaskill-Yes

Vice President Monique Williams-Yes

President Tamika Price-Yes

E. President Tamika Price makes a motion to approve the revised consulting agreement

with KHM Consulting Group Incorporated.

Secretary Chapelle Hooks seconds

Roll Call was read by Secretary Chapelle Hooks

Trustee Keith Price -Absent

Trustee Charwana Morgan-Sustained

Trustee JoAnn Nesbitt-Yes

Secretary Chapelle Hooks-Yes

Treasurer Anthony McCaskill-Sustained

Vice President Monique Williams-Yes

President Tamika Price-Yes

6. Adjournment

President Tamika Price makes a motion to approve the revised consulting agreement with Janet Spencer

Vice President Williams seconds

Roll Call was read by Secretary Chapelle Hooks

Trustee Keith Price -Absent

Trustee Charwana Morgan-No

Trustee JoAnn Nesbitt-Yes

Secretary Chapelle Hooks-Yes

Treasurer Anthony McCaskill-Yes

Vice President Monique Williams-Yes

President Tamika Price-Yes

Before we adjourn I would like extend a sincere thank you. I appreciate all the trustees for coming out. I know it's a great sacrifice. I know some have not been feeling well and some are currently not feeling well and it's not easy. I know it's the weekend, it's Friday and we had like 5 meetings this month, so I apologize trustee Morgan. I didn't know you were not feeling well. Thank you all for coming out.

President Tamika Price makes a motion to adjourned at 4:40 p.m.

Trustee Nesbitt seconds

All in favor say "I."