

HARVEY PUBLIC LIBRARY DISTRICT

SPECIAL BOARD MEETING

Thursday, October 12, 2023 at 8:00 p.m.

15441 Turlington Ave., Harvey, IL 60426

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AUDIT UPDATE
4. STRATEGIC PLANNING WORKSHOP DISCUSSION
5. APPROVAL OF JULY 13TH, JULY 28TH, AUGUST 10TH MEETING MINUTES
6. DISCUSSION OF BILLS AND CHARGES
7. APPROVAL OF OCTOBER BILL LIST
8. TREASURER'S REPORT
9. DIRECTOR'S REPORT
10. **OLD BUSINESS**
 - A) DISCUSSION/ACTION RELATED TO USE OF GRANT FUNDS (PER CAPITA GRANT)
 - B) DISCUSSION/ACTION RELATED TO PAYMENTS TO THE IRS (INTERNAL REVENUE SERVICES)
 - C) DISCUSSION/ACTION RELATED TO CYBERSECURITY AND INVOICES/PAYMENT TO SENTINEL AND COWBELL CYBER INSURANCE
 - D) DISCUSSION/ACTION RELATED TO PROPOSALS FOR LIBRARY CONSULTING SERVICES
- NEW BUSINESS**
 - A) DISCUSSION/ACTION RELATED TO PROPAY ACCOUNT USAGE AND AMOUNTS
 - B) DISCUSSION/ACTION RELATED TO AUTHORIZED USERS FOR ILLINIOS FUNDS ACCOUNT
 - C) DISCUSSION/ACTION RELATED TO PROPOSALS FOR THE PURCHASE OF COMPUTERS
 - D) DISCUSSION/ACTION RELATED TO THE RENEWAL OF AT&T CONTRACT FOR PHONE SERVICES
 - E) DISCUSSION/ACTION OPEN MEETINGS ACT TRAINING
 - F) DISCUSSION/ACTION RELATED TO APPOINTMENT OF FOIA OFFICER
 - G) PETTY CASH POLICY
11. 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)
12. AUDIENCE PARTICIPATION
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 **Trustee:** Keith Price

Regular library board meetings are held on the second Thursday of each month. Any individuals 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, Ex. 3214 at least 24 hours in advance of the meeting date.

HARVEY PUBLIC LIBRARY DISTRICT

SPECIAL BOARD MEETING

Tuesday, October 3, 2023, at 6:30pm

15441 Turlington Ave., Harvey, IL 60426

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AUDIENCE PARTICIPATION**
4. **APPROVAL OF JULY 13th, July 28th, August 10th MEETING MINUTES**
5. **APPROVAL OF SEPTEMBER BILLS LIST**
6. **AUDIT UPDATE**
7. **CORRESPONDENCE & ANNOUNCEMENTS**
8. **TREASURER’S REPORT**
9. **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)
11. **OLD BUSINESS**
 - A) HVAC (Action Item)
12. **NEW BUSINESS**
 - A) Budget Ordinance FY23-24 (Action Item)
 - B) Review of Accounts and Petty Cash Procedure
 - C) Authorized Signatories for Bank Account (Action Item)
 - D) Approval of Amended Bylaws Requiring Board Approval
 - Of New Hires (Action Item)
 - E) Appointment for IMRF Authorized Agent (Action Item)
 - F) Interim Director Kim Peake’s Contract (Action Item)
 - G) Approval of Library Consultants (Action Item)
 - H) Grant Funds from the Secretary of State
 - I) Illinois Library Association 2023 Conference
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 **Trustee:** Keith Price

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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

SPECIAL BOARD MEETING

Saturday, October 7, 2023, at 1:00pm

15441 Turlington Ave., Harvey, IL 60426

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AUDIENCE PARTICIPATION**
- 4. APPROVAL OF OCTOBER 3, 2023 SPECIAL MEETING MINUTES**
- 5. CORRESPONDENCE & ANNOUNCEMENTS**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. ADJOURNMENT**

HPLD Board of Trustees

President: Tamika Price **Vice President:** Monique Williams **Treasurer:** Anthony McCaskill **Secretary:** Chappelle Hooks

Trustee: Charwana Morgan **Trustee:** JoAnn Nesbitt **Trustee:** Keith Price

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HARVEY PUBLIC LIBRARY DISTRICT

SPECIAL BOARD MEETING

Saturday, October 7, 2023, at 1:00pm

15441 Turlington Ave., Harvey, IL 60426

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AUDIENCE PARTICIPATION**
- 4. APPROVAL OF OCTOBER 3, 2023 SPECIAL MEETING MINUTES**
- 5. CORRESPONDENCE & ANNOUNCEMENTS**
- 6. OLD BUSINESS**
- 7. NEW BUSINESS**
- 8. ADJOURNMENT**

HPLD Board of Trustees

President: Tamika Price **Vice President:** Monique Williams **Treasurer:** Anthony McCaskill **Secretary:** Chappelle Hooks

Trustee: Charwana Morgan **Trustee:** JoAnn Nesbitt **Trustee:** Keith Price

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HARVEY PUBLIC LIBRARY DISTRICT

FINANCE COMMITTEE MEETING

Thursday, October 12, 2023 at 5:30pm

15441 Turlington Ave., Harvey, IL 60426

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AUDIENCE PARTICIPATION
4. DISCUSSION OF BILLS AND CHARGES
5. OLD BUSINESS
 - A. P/L from QuickBooks
6. 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

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HARVEY PUBLIC LIBRARY DISTRICT

PLANNING AND DEVELOPMENT COMMITTEE MEETING

Thursday, October 12, 2023 at 6:00pm

15441 Turlington Ave., Harvey, IL 60426

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. AUDIENCE PARTICIPATION
4. DISCUSSION OF BILLS AND CHARGES
5. NEW BUSINESS
 - Halloween Activities
 - Christmas Activities
6. ADJOURNMENT

HPLD Board of Trustees

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

Treasurer: Anthony McCaskill, **Secretary:** Chappelle Hooks,

Trustee: Charwana Morgan, **Trustee:** JoAnn Nesbitt. **Trustee** Keith Price

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HARVEY PUBLIC LIBRARY DISTRICT
15441 Turlington Ave., Harvey, IL 60426
PLANNING AND DEVELOPMENT COMMITTEE MEETING
Tuesday, October 12, 2023 at 6:00pm

MINUTES

1. CALL TO ORDER

President Price called the Planning and Development Committee Meeting to order at 6:12pm

2. ROLL CALL

Roll Call was read by Interim Director Kim Peake

PRESENT: Vice President Monique Williams, President Tamika Price

3. AUDIENCE PARTICIPATION

Valerie stood up and spoke about committees.

4. NEW BUSINESS

Halloween Activities-Vice President Williams asked Director Kim Peake what she have planned for Halloween.

Director Kim Peake responded by saying, “Dave Herzog and the Marionettes will be here to perform. Our young patrons will participate in a Halloween costume contest and play some games.”

Vice President Williams suggested we do a Spooky Storytime or show a movie and play some games.

Christmas Activities-Vice President Williams asked Director Kim Peake what she have planned for Christmas. Director Kim Peake responded by saying, “we will be doing Breakfast with Santa. Vice President Williams states, “we need to get the teens involved more. We need to get gifts like PlayStation and TVs.

President Price suggested that we do a Reading Playoff for Jr. High to high school during spring break. She also mentioned we do old fashion games like Jacks, jump rope per Trustee Nesbitt.

5. ADJOURNMENT

President Price made a motion to adjourn the Planning and Development Committee Meeting 6:27pm.

HARVEY PUBLIC LIBRARY DISTRICT

SPECIAL BOARD MEETING

Friday October 27, 2023 at 4:00 p.m.

15441 Turlington Ave., Harvey, IL 60426

Join via Zoom

<https://us06web.zoom.us/j/6627085828?pwd=c0M5UnBsc01nemp4UWJvdVVpTIB3UT09>

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AUDIENCE PARTICIPATION**
4. **DISCUSSION AND APPROVAL OF BILLS**
 - A. Approval of October Bills List
5. **NEW BUSINESS**
 - A. Audit Update
 - B. Proposal for Urban Farming at the HPLD (*Action Item*)
 - C. Credit Card Processing Vendor (*Action Item*)
 - D. Proposals related to the HPLD Website Redesign (*Action Item*)
 - E. Consulting Services Agreement with KHM Consulting Group Incorporated (*Action Item*)
 - F. Consulting Services Agreement with Janet Spencer (*Action Item*)
6. **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

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**HARVEY PUBLIC LIBRARY DISTRICT
POLICY COMMITTEE MEETING**

Tuesday, October 3, 2023, at 6:00pm

15441 Turlington Ave., Harvey, IL 60426

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AUDIENCE PARTICIPATION**
4. **NEW BUSINESS**
 - A) APPROVAL OF AMENDED BYLAW REQUIRING BOARD APPROVAL OF NEW HIRES
5. **ADJOURNMENT**

HPLD Board of Trustees

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Treasurer: Anthony McCaskill **Secretary:** Chapelle Hooks

Trustee: Charwana Morgan **Trustee:** JoAnn Nesbitt **Trustee:** Keith Price

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