

**Matteson Area Public Library District
Board of Trustees Meeting
February 14, 2017
7:00 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:04 pm.

2. Roll Call

Present were Trustees Harold Gillis, Howard Hunigan, Beverly Coleman, Dwayne Shipp, and Milfred Moore. Also present were Director Kathy Berggren, Business Manager Jeanne Mueller, Assistant Director Lisa Morrison-Korajczyk, Administrative Assistant Laretta Benford, and President of the Matteson Rotary Association, Karen McCray. Trustees Temitope Babayode and Leana Page were absent.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- Karen McCray President of the Matteson Rotary Association was present but was to be given time during the Director's Updates.

5. Consent Agenda

- Trustee Gillis made a motion to accept the consent agenda. Seconded by Trustee Coleman. Roll call vote.
 - ❖ Milfred Moore – yes
 - ❖ Harold Gillis – yes
 - ❖ Dwayne Shipp – yes
 - ❖ Howard Hunigan – yes
 - ❖ Beverly Coleman - yes

Motion carried.

6. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$146,436.01 for January operating expenses; \$106,242.24 for payroll and \$40,193.77 for invoices. Seconded by Trustee Hunigan.
- Business Manager, Jeanne Mueller, gave her recap of the checks written in January.
Roll call vote.
 - ❖ Dwayne Shipp – yes
 - ❖ Harold Gillis – yes
 - ❖ Howard Hunigan – yes
 - ❖ Milfred Moore – yes
 - ❖ Beverly Coleman – yes

Motion carried.

Administrative Assistant Laretta Benford reported on the 5,000 free bags offered by Gemstones. She informed the Board that there would be no cost to the library and that the advertisers on the back of the bags would be family friendly businesses. The Board has not made a decision.

7. Directors Updates

- Director Berggren introduced Karen McCray President of the Matteson Rotary Association who presented to the Board the Rotary's impact on the Matteson community, and the benefits of joining.
- The LACONI Trustee Banquet will be held on May 12th at the Oak Lawn Hilton.
- ALA Executive Director, Keith Fiels and ILA Executive Director, Bob Doyle, are both retiring this summer.
- Director Berggren has recruited Attorney Greg Smith to replace Attorney Jim Fessler.
- She sent to the new attorney, the By-Laws and the Board Policy Manual. She also talked to him about the annexation project.
- Denise Heath asked the Board to sign up with Viridian Travel to offer patrons travel discounts. The Board decided to pass on her offer.
- Attended the ILA Legislative Breakfast as did Trustee Milfred Moore.
- Information was received from Blue Cross Blue Shield indicating that their rates would be increasing by 14.4%; and Met Life Dental will increase by 6%. This issue will be referred to the Finance Committee for further discussion.
- SWAN met last week to discuss their budget.
- Currently working on the focus groups and will need community volunteers for the individual groups.

8. Open Items

- Trustee Moore made a motion to table the approval of the 5,000 bags from Gemstone. Seconded by Trustee Gillis. Ayes 5. Nays 0. Motion carried.
- It was determined that March 22nd at 6:00 pm the Board as a whole would review the Strategic Plan.

9. New Business

- Trustee Coleman made a motion to hire Christiansen Consulting, LLC to act as the facilitator for Community Focus Groups and submit appropriate reports at a cost not to exceed \$6,241.00. Seconded by Trustee Moore. Roll call vote.

❖ Dwayne Shipp – yes	❖ Howard Hunigan – yes
❖ Harold Gillis – yes	❖ Milfred Moore – yes
	❖ Beverly Coleman – yes

Motion carried.

- The motion to go into Closed Session under Section 2 (c) (21) of the Open Meetings Act for the semi-annual review of the minutes previously closed was tabled until next month. Trustee Gillis will speak with Leana Page regarding the location of the previously closed minutes.
- Trustee Moore made a motion to go into Closed Session under Section 2 (c) (8) of the Open Meetings Act in regards to Security procedures and the use of personnel to respond to a reasonably potential danger to the safety of employees and the public. Seconded by Trustee Gillis. Roll call vote.

❖ Dwayne Shipp – yes	❖ Howard Hunigan – yes
❖ Harold Gillis – yes	❖ Milfred Moore – yes
	❖ Beverly Coleman – yes

Motion carried.

Board went into closed session at 8:44 pm.

The Board reconvened at 9:02 pm.

10. Correspondence

- There was no correspondence.

11. Comments by Library Officials, Trustee Committee Oral Reports, and setting any future committee meeting dates

- Trustee Gillis scheduled a Personnel & Policy Committee meeting for 6:00 pm on February 28th to discuss: Rotary, Recommendations, Director's Evaluation, and Secretary Transition.
- Trustee Moore scheduled a Finance Committee meeting for 6:30 pm on March 1st.
- The Board's attendance at ALA's Annual Conference and their attendance at the Annual Laconi Banquet are to be added to the March agenda.

- The Board will make plans on appointing a new member after the election in April.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Coleman. Ayes 5. Nays 0. Motion carried.

The Board Meeting adjourned at 9:10 pm.

Approved, Harold Gillis, Secretary

Minutes Prepared by
Laretta Benford, Administrative Assistant