

**Matteson Area Public Library District
Board of Trustees Meeting
January 10, 2017
7:00 pm**

1. Call to Order

- Vice President Howard Hunigan called the meeting to order.

2. Roll Call

Present were Trustees Harold Gillis, Howard Hunigan, Leana Page, and Milfred Moore. Also present were Director Kathy Berggren, Business Manager Jeanne Mueller, Assistant Director Lisa Morrison-Korajczyk, Administrative Assistant Laretta Benford, and O'Neill & Gaspardo Auditor Nathan Pasbrig. Trustees Temitope Babayode, Dwayne Shipp and Beverly Coleman were absent.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public available for comment.

5. Consent Agenda

- Trustee Moore made a motion to accept the consent agenda. Seconded by Trustee Gillis. Roll call vote.
 - ❖ Leana Page – yes
 - ❖ Harold Gillis – yes
 - ❖ Howard Hunigan – yes
 - ❖ Milfred Moore - yesMotion carried.

6. Nathan Pasbrig, O'Neill and Gaspardo Auditors

- Nathan Pasbrig gave the audit report. He indicated that some information contained in the audit was incomplete; IMRF needed all payroll information for the library staff as well as the Village of Matteson staff but the information was unobtainable.

Going forward, if there is a discrepancy in the audit that the management does not agree with, a letter can be written by management to be put in the audit report regarding that discrepancy.

7. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$225,456.05 for December operating expenses; \$177,630.77 for payroll and \$47,825.28 for invoices. Seconded by Trustee Page.
- Business Manager, Jeanne Mueller, gave her recap of the checks written in December.

Roll call vote.

- ❖ Howard Hunigan – yes
- ❖ Harold Gillis – yes
- ❖ Leana Page – yes
- ❖ Milfred Moore yes

Motion carried.

Trustee Moore will be attending the Legislative Breakfast in Tinley Park with Director Berggren on February 14, 2017.

8. Directors Updates

- It was noted that the Olympia Fields Board of Library Trustees had mentioned Matteson Area Public Library in their Board meeting when discussing library services for their residents.
- For the election coming up in April, one person has turned in a petition packet.
- Reminder to Board members that the ILA Legislative Breakfast in Tinley Park is February 14th.
- There are still some issues with SWAN concerning how we track our circulation and membership statistics. We continue to seek correct numbers.
- Two staff members from Youth Services will be attending the Illinois Youth Services Forum in Springfield at an estimated cost of \$915.

9. Open Items

- Trustee Gillis made a motion to approve the audit for January, 2016 – June 2016. Seconded by Trustee Moore. Roll call vote.
 - ❖ Harold Gillis – yes
 - ❖ Howard Hunigan – yes
 - ❖ Milfred Moore – yes
 - ❖ Leana Page – yes
 Motion carried.
- The marketing team has requested clarification on the FY16-17 goals for a marketing plan following the opportunity lost to purchase Analytics on Demand by Cengage Learning.

Director Berggren is still working on organizing community focus groups.

10. New Business

- Trustee Gillis made a motion to send the Public Service Coordinator to the Computers in Libraries 2017 Conference in Arlington, Virginia in March. The estimated cost will be \$2,600. Seconded by Trustee Moore. Roll call vote.
 - ❖ Harold Gillis – abstain
 - ❖ Howard Hunigan – yes
 - ❖ Milfred Moore – yes
 - ❖ Leana Page – yes
 Motion carried.

- Trustee Gillis made a motion to allow the conversion of the part-time Public Relations Service position to become a non-exempt full-time Marketing and Graphic Design Technician position, effective January 14, 2017. Seconded by Trustee Moore. There was no Board action required; however, in future these changes should be deferred to the personnel committee, informationally.
- Administrative Assistant Benford informed the group of a marketing company that wanted to give us 5,000 cloth bags with our logo on the front and other Matteson businesses on the back. The Board felt that there needed to be more information before a decision can be made. The offer will go to the Finance Committee for review.

11. Correspondence

- Trustee Gillis read 3 letters from Klein, Thorpe and Jenkins regarding PTAB appeals.
- Letter from Aunt Martha's thanking the library for allowing them to have their holiday party here.
- Susan Fulcher's picture was in the Village's newsletter.

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

- Trustee Moore scheduled a Finance Committee meeting for January 30th at 6:00 pm.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Moore. Ayes 4. Nays 0. Motion carried.

Meeting adjourned at 8:42 pm

Approved, Harold Gillis, Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant