

**Matteson Area Public Library District
Board of Trustees Meeting
April 11, 2017
7:00 pm**

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:06 pm.

2. Roll Call

Present were Trustees Dwayne Shipp, Howard Hunigan, Milfred Moore, and Harold Gillis. Also present were Director Kathy Berggren, Business Manager Jeanne Mueller, Assistant Director Lisa Morrison-Korajczyk, and Administrative Assistant Loretta Benford. Trustees Beverly Coleman, Temitope Babayode, and Leana Page were absent.

3. Pledge of Allegiance

4. Opportunity for Public Comment

- No public available for comment.

5. Consent Agenda

- Trustee Gillis made a motion to accept the consent agenda. Seconded by Trustee Moore. Roll call vote.

- ❖ Milfred Moore - yes

- ❖ Howard Hunigan - yes

- ❖ Harold Gillis – yes

- ❖ Dwayne Shipp - yes

Motion carried.

6. Consideration of Financial Report

- Trustee Moore made a motion to approve the disbursement of \$186,614.53 for March operating expenses; \$144,002.91 for payroll and \$42,611.62 for invoices. Seconded by Trustee Hunigan.

- Business Manager, Jeanne Mueller, gave her recap of the checks written in March. Roll call vote.

- ❖ Milfred Moore - yes

- ❖ Howard Hunigan - yes

- ❖ Harold Gillis – yes

- ❖ Dwayne Shipp - yes

Motion carried.

7. Directors Updates

- Director Berggren reported on the annexation project wondering if she should continue. The Board agreed she should continue working on it.

- She reminded the Board to complete their Statement of Economic Interest.

- She commented that we are hosting a RAILS Trustee Training on April 22nd at 9:30 am. Atlas' annual Trustee Training is scheduled for June 3rd at the Green Hills Library.

Those attending should make arrangements with the office to register.

- The Community Engagement Focus Groups took place on April 6th and 7th. They were well received by the community.
- It was determined that the meeting room policy needs to be reviewed by the Personnel & Policy Committee. A special meeting will be scheduled to review and revise the policy.

8. Open Items

- Trustee Moore made a motion to approve the revised Board By-Laws as revised by the attorney. Seconded by Trustee Gillis. Ayes 4. Nays 0. Motion carried.
- Trustee Gillis made a motion to approved the revised Board Policy Manual as revised by the attorney. Seconded by Trustee Moore. Ayes 4. Nays 0. Motion carried.
- Trustee Gillis made a motion to accept the offer of 5,000 bags for promotional events from Gemstone. Seconded by Trustee Hunigan. Ayes 4. Nays 0. Motion carried.

9. New Business

- Trustee Gillis made a motion to approve the changes and updates to the Personnel Handbook as provided by the HR attorney. Seconded Trustee Moore. Ayes 4. Nays 0.
- Trustee Moore made a motion to approve Ordinance 4-1964-1617-008, requesting Impact Fees on new development. Seconded by Trustee Gillis. Roll call vote.

❖ Milfred Moore - yes	❖ Howard Hunigan - yes
❖ Harold Gillis – yes	❖ Dwayne Shipp - yes

 Motion carried.
- Regarding the open Trustee positon, it was determined the position will be posted and the perspective applicant needed to send a resume and a cover letter within 30 days of the posting. Trustee Shipp will write the ad that staff is to distribute.

10. Correspondence

- Thank you note from Patsy Cray regarding the assistance she received while having something notarized in the administrative office.

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

- Trustee Gillis scheduled a Personnel and Policy Committee meeting for April 26 at 6:00 pm to discuss the Director's Evaluation format.

Trustee Gillis attended an event with the Rotary Club. He recommends that we join the Rotary Club.

- Trustee Moore scheduled a Finance Committee meeting for May 2 at 6:00 pm.
- It was suggested we add room for two alternates to the meeting room application form.

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

The Board Meeting adjourned at 8:42 pm.

Approved, Harold Gillis, Secretary

Minutes Prepared by
Lauretta Benford, Administrative Assistant