

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

1. Call to Order

- President Dwayne Shipp called the meeting to order at 7:00 pm.

2. Roll Call

Present were Trustees Harold Gillis, Beverly Coleman, Dwayne Shipp, Leana Page, and Temitope Babayode. Also present were Director Kathy Berggren, Business Manager Jeanne Mueller, Assistant Director Lisa Morrison-Korajczyk, and Administrative Assistant Laretta Benford. Trustee Howard Hunigan was absent. Trustee Milfred Moore arrived at 7:13 pm.

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 Babayode. Roll call vote.
  - ❖ Leana Page – yes
  - ❖ Harold Gillis – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Temitope Babayode - yes
  - ❖ Beverly Coleman - yesMotion carried.

6. Consideration of Financial Report

- Trustee Coleman made a motion to approve the disbursement of \$168,004.38 for February operating expenses; \$145,591.55 for payroll and \$22,412.83 for invoices. Seconded by Trustee Babayode.
- Business Manager, Jeanne Mueller, gave her recap of the checks written in February.

She was asked to provide a report at next month's meeting that would alert the Board if a certain line item is getting close to the budgeted dollar amount. Roll call vote.

- ❖ Leana Page – yes
  - ❖ Harold Gillis – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Temitope Babayode - yes
  - ❖ Beverly Coleman – yes
  - ❖ Milfred Moore - yes
- Motion carried.

- The Finance Committee recommends the Library stay with the \$250 deductible on the BCBS Health Insurance Policy and absorb the 14.4% increase. Motion to approve the recommendation. Roll call vote.
  - ❖ Leana Page – yes
  - ❖ Harold Gillis – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Temitope Babayode - yes
  - ❖ Beverly Coleman – yes
  - ❖ Milfred Moore - yes
 Motion carried.
  
- Finance Committee also recommends the Library absorb the 6% increase for the dental insurance. Motion to approve the Committee's recommendation. Roll call vote.
  - ❖ Leana Page – yes
  - ❖ Harold Gillis – yes
  - ❖ Dwayne Shipp – yes
  - ❖ Temitope Babayode - yes
  - ❖ Beverly Coleman – yes
  - ❖ Milfred Moore – yes
 Motion carried.

## 7. Directors Updates

- Director Berggren stated that the library brand policy revisions need to be simplified. Trustees Gillis, Shipp and Coleman agreed that the policy should go to Personnel and Policy committee.

A discussion ensued regarding the 5,000 free bags offered by Gemstone, and it was suggested that after a policy is in place a decision would be made as to whether or not we will continue to pursue them.

The vote on accepting the bags will be on the April Agenda.

- On April 22<sup>nd</sup> there will be a RAILS sponsored Trustee Training here at MAPLD entitled **Keys to Running a Successful Board Meeting** at 9:30 am.

Atlas' Annual Trustee Training is June 3rd at Green Hills Library.

SWAN quarterly meeting was held March 1<sup>st</sup>. The membership voted to approve the budget for the upcoming fiscal year.

Our youth department will receive a grant from NASA to receive supplies for the solar eclipse.

- Trustee Gillis asked to invite Ms. McCray from the Rotary Association back to a future Board meeting. Trustee Shipp asked the Board to come up with some questions to send to Ms. McCray.
- We are signing up with SWAN for automatic renewal and are dropping the three day grace period for overdue items.

## 8. Open Items

- At the February Board meeting there was a request to have a patron permanently suspended from the library. Trustee Moore made a motion to permanently suspend Henry Singleton from the MAPLD. Seconded by Trustee Babayode. Roll call vote.

❖ Leana Page – yes	❖ Temitope Babayode - yes
❖ Harold Gillis – yes	❖ Beverly Coleman – no
❖ Dwayne Shipp – yes	❖ Milfred Moore – yes

Motion carried.

- Trustee Coleman made a motion to set a budget of \$3,000 for registration, food, and transportation for 7 Trustees to attend the ALA Conference in Chicago. Seconded by Trustee Moore. Roll call vote.

❖ Leana Page – yes	❖ Temitope Babayode - yes
❖ Harold Gillis – yes	❖ Beverly Coleman – yes
❖ Dwayne Shipp – yes	❖ Milfred Moore – yes

Motion carried.

- 9. Trustee Gillis made a motion to approve Trustee attendance and to set a budget of \$400 to attend the LACONI Annual Trustee Banquet on May 12<sup>th</sup> in Oak Lawn. Seconded by Trustee Babayode. Roll call vote.

❖ Leana Page – yes	❖ Temitope Babayode - yes
❖ Harold Gillis – yes	❖ Beverly Coleman – yes
❖ Dwayne Shipp – yes	❖ Milfred Moore – yes

Motion carried.

## 10. New Business

- Trustee Moore made a motion to introduce for review the revised Board By-Laws as revised by the attorney. Seconded by Trustee Babayode. Ayes 6. Nays 0. Motion carried.

- Trustee Gillis made a motion to introduce for review the revised Board Policy Manual as revised by the attorney. Seconded by Trustee Moore.

As part of the revised Board Policy Manual the Director has the authorization to write-off \$100 if not collectible for fines. Roll call vote.

❖ Leana Page – yes	❖ Temitope Babayode - yes
❖ Harold Gillis – yes	❖ Beverly Coleman – yes
❖ Dwayne Shipp – yes	❖ Milfred Moore – yes

Motion carried.

- Trustee Gillis made a 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. Seconded by Trustee Babayode. Motion was withdrawn following discussion.

11. Correspondence

- PTAB for Sears requesting a 90 day extension.

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

- Trustee Gillis scheduled a Personnel & Policy meeting for March 29<sup>th</sup> at 6:00 pm.
- Trustee Shipp commented on the candidates' forum held at the library.
- Trustee Leana Page was allowed to make a statement upon her retirement from the Board.

Trustee Gillis made a motion to adjourn the meeting. Seconded by Trustee Babayode. Ayes 6. Nays 0. Motion carried.

The Board Meeting adjourned at 9:25 pm.

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Approved, Harold Gillis, Secretary

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Minutes Prepared by  
Lauretta Benford, Administrative Assistant